

## First Nations Education Steering Committee

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## Manager, First Nations Schools Programs

The First Nations Education Steering Committee (FNESC) is currently looking for a dedicated, energetic Manager, First Nations Schools Programs to join our hard working team who work collaboratively and diligently to improve education for all First Nations students in BC. Since 1992, FNESC, led by a strong and diverse board of over 100 First Nations community representatives, has worked in partnership with the First Nations School Association (FNSA), and the Indigenous Adult Higher Learning Association (IAHLA). Communications, research, partnership-building, resource development and advocacy are all part of the work we do to advance issues in First Nations education

The Manager, First Nations Schools Programs is part of a multi-disciplinary team that supports First Nations Schools. This position reports to the Director, Instructional Services and, as one of the leaders of the Instructional Services team collaborates and aligns with the Special Education team and the Languages and Culture team to provide high quality support, resources and guidance for First Nations schools. This includes providing senior level leadership, coaching, training and support to promote effective educational programs in First Nations schools. The Manager, First Nations Schools Programs will manage the development, delivery, implementation, and evaluation of programs and strategies aimed at increasing the quality of education and success rates in First Nations schools.

### Duties and Responsibilities

- Leadership and Strategic Planning
- Provides senior level support and educational program management skills to implement programs and services related to the accountability, success and development of First Nations schools.
- Manages the FNESC/FNSA Professional Learning Community (PLC) initiative. This includes the coordination, leadership, delivery, and evaluation of all aspects of the PLC program/initiative.
- Manages and maintains records and evaluation of the PLC program. This includes contact lists for participants.
- Managing the FNESC/FNSA Connected Classroom program. This includes supervising the Connected Classroom Coordinator, and collaborating with the Director, Information and Communications Technology to ensure that First Nations schools that are participating in the program are receiving excellent service and are properly equipped and connected.
- Management of the First Nations Schools Assessment and Certification Process.
- Manages and administers the funding and coordinates, leads, and communicates the processes to select, notify, and monitor schools that are participating in the First Nations Schools Assessment and Certification project.
- Monitors, revises, as necessary, and evaluates project materials and in-school support systems to ensure the effectiveness of the First Nations Schools Assessment and Certification project.

### Other duties

- Maintains ongoing communications with schools and undertakes other related duties as required by the Director, Instructional Services.
- Abides by and promotes with staff FNESC's Personnel, Privacy, ICT, Communications and Finance Policies.

## Requirements

The position will require an individual who has the following certifications, knowledge, experience, skills and characteristics.

- Teaching degree and current BC Ministry of Education Teacher Regulation Branch certification.
- Minimum 3 years' experience as a principal in a First Nations school setting.
- Extensive education program management and budgetary experience.
- Experience in supervision of staff and contractors.

This is a full-time position (35 – 40 hours per week). The employee shall perform their duties at such places and during the times as reasonably required. Extensive travel throughout the province of BC is required, and the employee must have the flexibility to work early mornings, evenings and weekends as required.

This position can be based at a home-office anywhere in British Columbia.

The salary for this position is \$80,000 per year.

We thank everyone who applies for their interest in FNEsc. Unfortunately, due to the volume of applications, we are only able to respond to those applicants who are selected for an interview. We cannot respond to telephone or email inquiries.

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