



Employment Opportunity

Nbisiing Secondary School Principal

Permanent Full-Time Position - Start Date August 23, 2021

Nipissing First Nation invites applications for the position of Principal to lead our passionate team of Educators. Nbisiing Secondary School is a First Nation school governed locally under Nipissing First Nation and regionally through the Kinoomaadziwin Education Body. We are looking for an Educational Leader to develop and implement a collaboratively developed and shared vision for Nbisiing Secondary School. This individual will also oversee and ensure the total school program: policies, curriculum activities, budgets, professional development, and instructional leadership.

QUALIFICATIONS:

- Must be a registered Nipissing First Nation member.
- Must be a member in good standing with the Ontario College of Teachers.
- Must have a Bachelor of Education and Masters degree in Education.
- Must possess Principal Qualifications or a definite plan to obtain the same within a reasonable period. Applicants without Principal Qualifications must submit a written plan, including timelines to obtain Principal Qualifications with their application.
- Minimum of five (5) years of teaching experience at the Secondary Level.
- Preference will be given to applicants who have additional qualifications in Special Education.

REQUIRED SKILLS AND ABILITIES:

- Knowledge of Ojibwe language and culture or the willingness to learn.
- Excellent understanding of Secondary curriculum and Ministry of Education guiding documents.
- Excellent academic, organizational, interpersonal, oral and written communication skills.
- Demonstrated leadership and expertise in educational administration.
- Bring experience, energy, and innovation as he/she leads the school community in decision-making to ensure excellence in all aspects of the student experience, and in a strategic vision.
- Understanding of the education sector, relationship-building, compassion, humour, empathy, ability to remain professional, calm and make sound decisions under pressure.
- Possess a desire and ability to foster a Learning Community, through leadership and collaboration.
- A strategic problem solver and systems thinker, able to handle complex problems, and manage stress effectively.
- Experience in team building, management and collaboration, recruitment, admissions, and school-wide communications are an asset.

DUTIES:

- In keeping with the goals established by Chief and Council, to provide leadership to staff and students in educational planning and manage the day-to-day administration of school activities, curricula, and student admission, placement, report cards and maintenance of student records.
- Ensure staff and students are supervised in a safe, culturally sensitive environment that meets the approved M.O.E. curricula and aligns with the strategic vision of Nipissing First Nation.

Nipissing Secondary School Principal

Permanent Full-Time with Benefits

- Foster the achievement of academic excellence by working collaboratively to direct and nurture all members of the school staff and by maintaining excellent communication with parents, the Director of Education and the administration of Nipissing First Nation.
- Follow the policies and procedures of Nipissing First Nation.
- Develop and implement the total school program, policies, curriculum activities, professional development and instructional leadership.
- Oversee and facilitate: school-wide sustainability, innovation and growth strategic planning, financial operations, including annual budgets and responsibility for the school's ongoing maintenance and upkeep.
- Oversee External Communications, School-Community Relations, and communications with staff, students and parents/guardians.
- Assign duties to the Vice Principal, oversee the placement and teaching assignments of the Educational Staff.
- Oversee scheduling of course selections, school year calendar, time sheets, and supervision.
- Be the lead in Ministry of Education Inspection Preparation.
- Ensure student supervision and school discipline.
- General Planning: conceptualizes the broad goals of the school and plans accordingly to ensure that procedures and schedules are implemented to carry out the total school program.
- General Coordination: ensures that the school program is compatible with the legal, financial, and organizational structure of the school system.
- Defines the responsibilities and accountability of staff members and develops plans for interpreting the school program to the community.
- Enhancement of Personnel Skills: provides activities which facilitate the professional growth of the school staff and enhance the quality of the instructional program.
- FNIYES Proposal - Funding for Co-op, Dual Credit and OYAP Programming, Science and Technology Programming/Events and Excursions.
- YLPI Programming - Mental Wellness Lead, Quarterly Reporting and Financials.
- AES - MYAP Projects, Graduation Coach Pilot Position and Niigaan Gdizhaami Proposal - annual submission and reporting.
- Overseeing the Student Information Systems (ONSIS, PowerSchool and FNOSR).

CLOSING DATE: Friday, July 30, 2021 no later than 4:30 p.m.

Qualified individuals are invited to submit a cover letter and resume to:

Kyesha Fong
Human Resources Administrative Assistant
Nipissing First Nation
36 Semo Road, Garden Village, ON P2B 3K2
Fax: (705) 753-0207 | Email: resumes@nfn.ca

Miigwech to all applicants for their interest; however only those selected for an interview will be contacted.