



Position	Education Manager
Department	Education
Supervisor	Chief Administration Officer (CAO)
Wage / Salary Range	\$80,000 - \$85,000
Status	Permanent, Full-time
Location	Taku River Tlingit First Nation (TRTFN), Atlin, BC
Date created	June 6, 2024
Date edited	
Date posted	
Closing Date	

POSITION SUMMARY

The Education Manager is responsible for creating the strategic and operating plans, with the CAO, Clan Directors Council (CDC), and Spokesperson, to meet the community needs that fulfills the TRTFN education vision, goals, and objectives. This includes the development and delivery of the Taku River Tlingit Education Programs offered for the community. This position continually evaluates existing programs and develops new educational opportunities to improve curricula as well as engage and encourage community members to participate in learning activities.

ABOUT THE TAKU RIVER TLINGIT FIRST NATION (TRTFN)

The TRTFN is situated in its traditional lands in the idyllic community of Atlin, British Columbia, a small community of approximately 470 people. The TRTFN is governed through the adoption of a traditional Tlingit clan system of governance. The TRTFN is moving forward as the responsible decision makers of their territorial lands and waters. The TRTFN territory covers over 40,000 sq/km and includes what is now known as British Columbia, Yukon, and Alaska/US. Its territory contains high mountains, expansive forests rich with wildlife and salmon filled wild rivers. As responsible decision makers, the TRTFN is embarking on a course necessary to ensure the continuation and advancement of its rights and interests in all matters impacting the traditional territory. This will assist the TRTFN in ensuring the preservation of what is Tlingit.

WORK THAT MATTERS

You are passionate about improving outcomes for First Nations people. You enjoy working as part of a team and can deliver individual results. You thrive in an environment which allows you to make a high impact towards the future of a First Nations Community.

DUTIES AND RESPONSIBILITIES

- Curriculum development in line with the Ministry of Children and Family Development's (MCFD) Early Learning Framework and TRTFN's goals and objectives to ensure the timely, equitable and consistent delivery of programs for all citizens.
- Maintaining a progressive development working relationship with staff and Clan members to ensure the exercising of power, and responsibility is fulfilled in a respectful, fair, non-discriminatory and non-abusive manner.
- Integrate Tlingit culture and language in all aspects of programming.
- Promote Family Engagement in Early Childhood Education and build relationships with children's families and community.
- Creating an ongoing relationship with educational organizations such as First Nations Education Steering Committee (FNESC), First Nations School Association (FNSEA), Indigenous and Northern Affairs Canada (INAC), MCFD, First Nations Health Authority (FNHA), Tribal Resources Investment Corporation (TRICORP) and School District #87, and other partners to ensure that students are receiving high-quality education.
- Maintain professional conduct, confidentiality and ethical standards
- Evaluate education policies and programs to ensure they are delivered respectfully, equitably, effectively and within budget.
- Responsible for planning, forecasting, preparing, and managing budgets.
- Ensures the timely, accurate completion of all financial records and reporting including government and organizational reporting requirements.
- Identifies new educational program opportunities to further engage and encourage community members to participate in learning activities.
- Regular meetings with the CAO to provide progress updates on goals, objectives, and program efficacy.
- Administrating the post-secondary program to advise, guide students on available programs and monitor their progress.
- Develop teaching materials and other resources for program delivery.
- Obtain funding by developing and submitting proposals to appropriate funding agencies.
- Lead, coach and guide the education staff to foster a productive team-based environment where employees work together to deliver the organization's education goals and objectives.
- Attend relevant workshops, training sessions, seminars on education to incorporate relevant improvements in the field of education.

EDUCATION

- Master's degree in education or a degree in a field related to Education Management or First Nations Studies
- Knowledge of early childhood, K-12, adult, and special Education Programs
- Knowledge of funding reporting requirements, First Nation issues, TRTFN social structure, traditions, and cultural values required.
- Early Childhood Educator certificate an asset

EXPERIENCE

- Minimum 5-7 years of progressive experience in education and/or in a management position
- Experience working with First Nations is preferred
- Experience with regulatory bodies and government an asset.

SKILLS

- Lead, direct and manage programs and policy development and delivery.
- Lead, guide, motivate, and manage a team.
- Excellent interpersonal, communication and presentation skills
- Intermediate proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook)
- The capability to foster and maintain strong relationships both internally and externally.

POSITIONS SUPERVISED

All positions within the Education Department. Some of them include:

- Tlingit Family Learning Center (TFLC) Coordinator
- Cultural Support Worker
- Cultural Center Coordinator
- Tlingit Cultural Support Worker
- Support Worker
- Early Childhood Educator
- Education Support worker
- Parental Support
- After School Supervisor
- Bus Driver
- Children's Tlingit Culture & Language Coordinator

TRAINING REQUIRED - All employees are expected to participate in many types of training – some of them annually. Topics would include:

- Trauma Informed Care
- Lateral Kindness
- Workplace harassment and Violence prevention
- WHMIS 2015
- Suicide Intervention (all H&W staff)
- Standard First Aid

COMPETANCIES

1. Elevated level of integrity, confidentiality, and accountability.
2. Strong work ethic and positive team attitude.
3. Sound analytical thinking, planning, prioritization, and execution skills.
4. Ability to respond appropriately in pressure situations with a calm and steady demeanor.
5. Well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills. Able to effectively communicate both verbally and in writing.

CONDITIONS OF EMPLOYMENT

- Class 5 driver's license
- Criminal Record Check & Vulnerable Sector Check
- References

WORKING CONDITIONS: SOME POSSIBILITIES

- Travel to various TRTFN sites (Atlin, Five Mile, Whitehorse YT) and for training, conferences etc.

BENEFITS

- After 3 months of probationary period, benefits include extended medical, eyewear, dental coverage as well as an RRSP matching plan.
- Housing relocation assistance may be available.

APPLICATION PROCESS

To submit a resume or obtain further information contact: Email: careers@gov.trtfn.com
titled: Education Manager– Application

No Phone calls will be entertained.

We thank all those who apply but only those who are being considered will be contacted.

Preference given to Taku River Tlingit First Nation Citizens.

We are only able to accept applications from permanent Canadian residents.