



AHOUSAHT EDUCATION AUTHORITY

GENERAL DELIVERY
AHOUSAHT, B.C. V0R 1A0
PHONE: 1-888-670-9662
FAX: 250-670-9660



Employment Opportunity: Director of Education

Ahousaht Education Authority is seeking an individual for the Director of Education Position.

- **Responsibilities & duties include and are not limited to:**
 - Ability to adapt to situations that arise in a fast paced environment.
 - Must have a vision of how to improve our education system
 - Must have the ability to write proposals & work plans
 - Must be able to implement programs
 - Be subjective and objective in decisions and make decisions accordingly
 - Must have an excellent work ethic
 - Willing to travel
- **Finance Management Skills:**
 - Oversee a budget of approximately \$6M
 - Work with Finance department in creating a budget
 - Ensuring budget and Finance Policy is adhered to
 - Work with audit company to complete audits
- **Management Skills:**
 - Oversee Administration staff
 - Work with Deputy Director regarding Human Resource situations
 - Ability to mediate with staff situations, according to policy procedures
 - Delegate various tasks to Admin team
- **Communication Skills:**
 - Communicate and meet with external organizations:
 - FNEsc, FNsa, Nic & SD #70
 - Meet with Board, Managers & on occasion Chief & Council
- Be familiar with B.C School Act, Independent School Act, Employment standards
- **Requirements:**
 - Education Degree or similar, Masters Degree preferable but not required
 - Must have 3+ years experience in Indigenous Leadership role

Please submit resume, cover letter & names of references to:

Doris.robinson@ahousahted.ca
Courtenay.louie@ahousahted.ca
Rebecca.atleo@ahousahted.ca

Deadline: OPEN UNTIL FILLED