



GITWANGAK EDUCATION SOCIETY
PO Box 280
Kitwanga, BC
V0J-2A0
T: 250-849-5330 F: 250-849-5607



EDUCATION ADMINISTRATOR JOB POSTING

The Gitwangak Education Society is seeking a full-time energetic, highly motivated and organized Education Administrator who is looking for an opportunity to excel in a professional and culturally enriched environment. The Gitwangak Education Society is a well-established organization that provides educational opportunities, enriched with Gitxsan language and culture to early learners, elementary, high school and adult students.

Key Responsibilities

The Education Administrator is the education leader and the Chief Executive Officer of the Gitwangak Education Society. The Administrator reports directly to the corporate Board and is accountable to the Board for the overall operations of the Society. All Board authority delegated is delegated through the Administrator who is responsible for overseeing the head start/day care, elementary school, adult education, transportation, post-secondary, operations and maintenance of all capital assets (i.e. school, maintenance buildings, school buses), human resources, financial management and control. They are also responsible for communicating and liaising with the school district to ensure that Gitwangak members are receiving quality and relevant education that meets their needs. The Education Administrator administers the Board of Education Strategic Plan and policies under the direction and guidance of the Gitwangak Education Society.

Qualifications & Experience

- Master's Degree in Education or Business Administration, preferred
- Bachelor of Education Degree
- Education Administration experience, minimum 3 years
- Teaching experience, minimum of 5 years, preferably in a First Nation School
- In-depth knowledge of the BC Education curriculum, adult education, training and post-secondary programs
- Human Resource experience
- Knowledge of public, independent and band operated schools
- Innovative and Creative Leadership Experience
- Excellent communication skills, verbal and written
- Excellent organizational and administrative skills, including technology
- Proven experience in financial management, including budgeting, forecasting, proposal writing, expenditure control and audits
- Adagio and Pay-Dirt accounting/payroll software, an asset
- Facilitation Experience
- Conflict Resolution and Management
- Negotiation and Mediation
- Knowledge of the Gitxsan culture and language an asset
- Clear Criminal Record working with vulnerable populations (performed by GES)
- Valid BC Class 5 Driver's License.

Salary: \$75,000 to \$125,000; Negotiable and dependent on experience

Start Date: Start date is dependent on hire and candidate availability.

To be considered for this unique opportunity, please submit the following:

- Cover Letter with Philosophy of Education
- Updated CV with copies of all credentials (Degrees, diplomas, certificates)
- Copy of Driver's Licence and Clean Drivers Abstract
- Minimum of 3 recent References with cell phone contacts.

Deadline for Applications: Until filled (applications reviewed as received)

Email completed application to Brenton Williams Jr., Board Chair at: brenton.williamsjr@gitwangakeducation.ca

Incomplete Application packages **will not** be considered.