



## EMPLOYMENT OPPORTUNITY

### Elementary School Principal

Job Reference Number: 2021-EDU-I/E-FT-001

Internal/External Posting

Full Time Permanent

**Posting Date:** May 14, 2021

**Closing Date:** May 28, 2021 **12:00 noon**

The Elementary School Principal will work with the Education Director and Education Committee of Biigtigong Nishnaabeg in leading the students and staff at Pic River Elementary School (K-8) to school success. The broad areas that the principal will be responsible for include duties that fall under the 1) Supervision of Staff 2) Supervision of students 3) School Organization 4) Support of the Curriculum being developed and delivered and 5) Leadership within the School Community. The principal will also work collaboratively with other staff in various departments throughout the Biigtigong Nishnaabeg organization.

#### Summary of Duties:

- Daily operation of the elementary school & staffing needs /staff leave records
- School events planning/notices & communication home with parents
- Elementary school budget
- Conduct monthly staff meetings
- Community/parental engagement initiatives
- Meetings with internal PRFN departments & external agencies regarding classroom/student needs
- Planning of the school year calendar, timetable and PD days
- Student discipline issues
- Oversee Special Education program & budget
- Evaluations of teachers and support staff
- Weekly update meetings with Education Director
- Carry out other duties essential to the position as directed by the Education Director
- Any other duties assigned by the Education Director

#### Qualifications:

The ideal candidate will meet or exceed the following qualifications. This list will be used to develop a screening tool. It is the responsibility of the candidate to communicate his/her expertise and experience in these areas.

- A current Ontario College of Teachers Certification certified in three divisions (primary/junior/intermediate) (attach copy of Certification)
- BA/BED or BSC/BED
- Principal Part 1 qualifications or commitment to enroll
- A minimum of 5 years of teaching experience (some of which working with First Nation students)
- Experience in an educational leadership role
- Knowledge of Anishinabek values, beliefs, language, and way of life
- Three references one of which should be someone who can attest to past employment in the Education field
- AQ courses in Reading, Math and/or Special Education are assets

Incomplete applications **WILL NOT** be considered & WILL automatically be screened out.

Please forward a cover letter, resume and three professional references by email to

[recruitment@picriver.com](mailto:recruitment@picriver.com)

-or-

Joni Michano – Human Resources / Payroll Coordinator

Biigtigong Nishnaabeg

P.O. Box 193

Heron Bay, Ontario

P0T 1R0

**BIIGTIGONG NISHNAABEG**