



*Le Conseil Scolaire des Premières Nations en
Éducation des Adultes // The First Nations Adult
Education School Council*

Date: April 19, 2018

Second Posting

JOB POSTING

TITLE OF POSITION: Adult Education Center Director

IMMEDIATE SUPERVISOR: Executive Director of the First Nations Adult Education School Council

LOCATION: Kahnawake (travel required)

SUMMARY OF THE POSITION:

The Adult Education Center Director is responsible for the academic and administrative management of the Center, the quality of educational services and all programs and resources of the Center with the objective of promoting the success of all adult learners. All in accordance with the Québec Education Act and policies set forth by the First Nations Adult Education School Council.

The position includes responsibilities for teaching and educational management, human resources management, financial, material, and information management as well as the management of welcoming and referral services in relation with organisations in employment or employability.

BASIC REQUIREMENTS:

- ✓ Bachelor's degree in a relevant field of study, a permanent teaching licence and at least 30 credits at the Graduate level in administration; OR a Master's degree in administration with a background in education may be considered;
- ✓ 8 years of relevant experience, combining management and teaching experience;
- ✓ Fluent in English with excellent writing skills and knowledge of French;
- ✓ Working knowledge of Microsoft Office suite.

ASSETS

- Knowledge of Kanien'kehá:ka culture and Indigenous organizations and communities as well as their economic and social issues;
- Knowledge of the adult education sector;
- Understanding of the realities of Kahnawake and of the Kanien'kehá:ka communities of in Quebec;
- Criminal background check required (it will be automatically required of candidates selected for an interview).

PERSONAL SKILLS:

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| • Interpersonal skills; | • Adaptability; |
| • Leadership; | • Rigor; |
| • Ability to communicate; | • Ability to plan; |
| • Strategic vision; | • Organizational skills; |
| • Team spirit; | • Decision-making; |
| • Developing partnerships; | • Problem Solving; |
| • Capacity for analysis and synthesis; | • Ability to negotiate. |
| • Tact and diplomacy; | |



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Only candidates with the experience and the prerequisites required will be called for an interview.

* All things being equal, priority will be given to members of the community of Kahnawake, members of the Kanien'kehá:ka communities and First Nations Communities.

A complete job description is available at www.conseilscolaire-schoolcouncil.com.

Interested candidates should email their resume as well as a one-page vision statement on the role of a Center Director before May 28, 2018 at 4:00 pm to:

Rola Helou
First Nations Adult Education School Council
jobs@conseilscolaire-schoolcouncil.org

Only applications submitted by email will be considered.