



# Swan Lake First Nation

## EMPLOYMENT OPPORTUNITY

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**POSITION:** Principal

**SALARY:** Based on Qualifications

**EMPLOYMENT TERM:** Full-Time

**REPORTS TO:** Director of Operations

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### **POSITION SUMMARY**

The Indian Springs School (ISS) Principal serves as the educational leader and is responsible for the detailed organization of the school, the development of the instructional program and general operation of the school facility. These responsibilities entail supervising and evaluating teachers and support staff and in creating a cohesive, stimulating, and enriching learning environment for students from kindergarten to Grade 8.

### **RESPONSIBILITIES:**

- Responsible for the daily supervision of the school, students, teachers, maintenance, and support staff.
- Review all programs to ensure adherence to provincial standards and develop programs within limits of authority.
- Administer the Education Program Budget.
- Clearly articulate the educational vision of Swan Lake First Nation consistent with ISS expectations to the school and community.
- Assess the educational needs of the community and plan, accordingly, keeping informed of current practices and techniques relating to the school programs, teaching, and administration by attending meetings and professional development conferences.
- Establish and maintain clear lines of authority and responsibility; establish procedures whereby the access of visitors to the school can be monitored and guarded.
- Supervise and evaluate instructional programs; establish annual workplans with staff detailing school goals, objectives, and timelines consistent with the educational policies.
- Coordinate and foster the development of programs within the school to best meet the needs and interests of the students including the establishment and evaluation of a special needs program where required.
- Assist the staff in the development, implementation, modifications, and selection of curriculum materials and keep the Director of Operations informed as to any modifications in or substitutions of approved courses.
- Responsible for the preparation and supervision of timetables, class lists, and schedules.
- Develop and monitor supervisory schedules for all school routines and informs staff of any significant changes in programs, routines, and procedures.
- Responsible for the proper registration and transfer of students in the school and for the maintenance of up-to-date student cumulative records.
- Responsible for the disciplinary authority over each student while on school premises, going to and from school, while riding the buses and taking part in authorized school activities.
- Responsible for the provision of supervision of student activities in the school buildings, on school grounds, while loading or unloading from school buses, or involved field trips or other student activities sponsored by the school.

- Direct the evaluations of student progress and achievement to parents; maintain communication with parents or guardians regarding the school program, student achievement, placement, and behavior.
- Maintain records and files and the preparation of submission reports; conduct annual reporting as per ISC reporting guidelines.
- Suggest appropriate changes in and ensure adherence to approved policies, practices, and procedures within area of responsibility.
- Match allocation of financial resources to the school objectives in a proportionally appropriate manner.
- Establish procedures for the purpose and receipt of materials and supplies necessary to support the instructional program ensure that there is a system of accounting monies from student activities, student fees, gifts or other funds belonging to school or to any student group within the school.
- Establish appropriate procedures for the control of all school textbooks, materials, and equipment; oversees the maintenance and updating of instructional materials and equipment.
- Responsible for managing the policies, regulations, and procedures to ensure that students are supervised in a safe school environment.
- Support and encourage Teacher participation in Department curriculum committees and pilot projects.
- Encourage professional and personal development of the staff as per budget – in services, internal/external training.
- Provide opportunities for staff involvement when appropriate, delegate duties and responsibilities effectively.
- Identify instructional and support staff needs and recruit staff with Human Resources to address these needs effectively.
- Supervise, evaluate, and document the performance of staff within the ISS Education Policy guidelines and according to the needs of the individual and student needs.
- Provide an orientation program for all new teaching staff and support staff.
- See that instructions are prepared for the guidance of substitute teachers.
- Hold regular staff meeting for the purpose of discussing educational and administrative matters.
- Designate a member of the teachings staff of the school to assume the duties and responsibilities of the Principal in the Principal's absence and inform the Director of Operations and staff of the person designated.
- Oversee the Breakfast Program and staff.
- Direct and coordinate school maintenance services and use of the school facilities; encourage community use of the school facilities.
- Inspect the school grounds and buildings to ensure they are free from hazards which may cause accidents and notify the Director of Operations of any conditions that need to be repaired; keep the Director of Operations advised as to the conditions and needs of the school.
- In the event of any damages to the premises which appears to have deliberate, it shall be reported to the RCMP and Director of Operations.
- Report all accidents or injuries of students or staff to the Director of Operations.
- Conduct fire drills as required by regulations and see that all staff and students within the school are familiar with fire drills procedures should a fire occur; ensure fire exit signs be place at all exits where appropriate.
- Commit to establishing and maintaining a positive image of Indian Springs School, staff, students, and programs; build working relationships with administration and the community.
- Interact positively with the community to develop a supportive relationship for the benefit of students.
- Develop and support a high degree of student morale through curricular and extracurricular activities and services; encourage the participation of all staff and teaching staff in the extracurricular program.
- Work cooperatively with outside agencies such as DOCFS, Community Health Services, RCMP.
- Be accountable to the children and advise the Community Health Nurse of any child who appears to have a communicable disease or to need attention for any other health reasons.

## **Knowledge, Skills & Abilities**

- Knowledge of ISC Elementary/Secondary Education Program – National Program Guideline.
- Knowledge of Bill C-33: First Nations Control of First Nations Education Act.
- Knowledge of Manitoba Public School Act and Manitoba Education Administration Act.
- An understanding of relevant legislation, policies, and procedures, including the Indian Act
- Be familiar with all government financial legislation, policies, and procedures.
- Knowledge of all budget and funding requirements.
- Knowledge of curricular and teaching strategies.
- Strong supervisory and leadership skills.
- Demonstrated ability to build productive teams of staff performing varied functions.
- Encourages good staff morale, cooperation, and mutual respect.
- Excellent conflict resolution skills.
- Demonstrated ability to work under pressure, multi-tasks conflicting demands, meet deadlines and work independently.
- Demonstrated ability to deal with sensitive situations with tact and diplomacy.
- Decision making skills.
- Contract and negotiation skills
- Excellent communication and interpersonal skills.
- Team leadership and management skills.
- Supervisory and human resource management skills.
- Strategic Planning skills.
- Analytical and problem-solving skills.
- Time management skills.
- Stress management skills.

## **Requirements**

- Valid and current Manitoba Teachers Certificate required. Certificate in School Leadership preferred.
- Ability to deal with multiple deadlines and array of projects simultaneously.
- Proficient use of various office-based software including Microsoft Word, Excel etc.
- Criminal record, child abuse and vulnerable sector checks are required.
- A valid driver's license and access to a reliable vehicle to travel mainly within the community.
- Complete COVID-19 vaccination required.

## **Working Conditions**

The ISS Principal oversees all operations and staff of Indian Springs School. The position will include high levels of stress due to a demanding work schedule with deadlines and multiple tasks and/or frequent interruptions. There may be many complex situations involved and may/will require management of many projects at one time. Time Management is crucial to position and there will be instances where overtime may/will be required. Moderate to extensive travel will be required.

**Please be advised, position is open until filled.**

Submit to: HR Generalist – Pam Cameron

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