



Education Manager

Tl'etinqox Government is looking to fill the position of **Education Manager**

The primary function of the Education Manager is to oversee and manage the educational programs within Tl'etinqox Government. These activities include implementing educational policies and initiatives for secondary and post-secondary students. Managing ISC budgets and collaborating with various stakeholders such as education institutions, parents, and government agencies. The Education Manager works towards providing quality education and promoting the academic success and well-being of all students within the TG community with the support and guidance of the Education Committee.

Responsibilities:

Leadership and Administration:

- Implement strategic plans and education initiatives with the Education Committee.
- Establish policies that align with the cultural values of Tl'etinqox Government, Tl'etinqox School, post-secondary, and adult education.

Budgeting and Resource Management:

- Develop and manage the education budget, ensuring efficient resource allocation.
- Identify funding opportunities, write proposals, and timely reports to funders.

Stakeholder Engagement:

- Build positive relationships and maintain effective communication with parents/ caregivers, students, teachers, Elders, TG leadership, and government agencies.
- Collaborate with external partners to enhance educational opportunities, access to resources, and community involvement.

Student and Staff Support:

- Provide guidance and support to students, parents/caregivers, and teachers on education matters.
- Implement strategies to enhance student engagement, attendance, and retention.

Data Management and Reporting:

- Collect and analyze data on student achievement, attendance, and other education indicators.

System Navigation:

- Provide education navigation and resources to students and parents/caregivers, including application assistance for post-secondary education.

Qualifications:

- Bachelor's or Master's degree in education, administration, or a related field.
- Knowledge of Chilcotin culture, history, and educational issues, with a particular emphasis on local history and culture is an asset.
- Familiarity with education legislation, policies, and ISC funding mechanisms and reporting.
- Strong interpersonal, communication, and facilitation skills, with the ability to build relationships and engage diverse stakeholders.
- Excellent organizational and project management abilities, including budgeting and resource management, data analysis and report writing.
- Experience with Indigenous program development and evaluation processes.
- Experience writing proposals and relevant policies.

Please submit your application to including an updated cover letter, and resume including contact information for two (2) professional references to Dr. Mitch Verde, Chief Executive Officer at mverde@tletinqox.ca. This position will be posted until filled. Salary commensurate with experience and qualifications.