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**Employment Opportunity – Full Time**

**Education K-12 Manager**

**The Position**

Under the general supervision of the Director of Education, the K-12 Manager will provide support to matters related to education by overseeing the case management list of shíshálh Nation students ages K-12, but not limited to developing, documenting, planning, and implementing education and mental health programs where necessary in order to best support the needs of the students.

### Duties Include, but not limited to:

* Assist with the preparation of the Education Division annual and long-range plans, and related implementation strategies.
* Develop and implement annual CORE plans and related budgets for the K-12 student case list of the Education Division and its various programs and initiatives.
* Thorough knowledge of education principles and an understanding of the variety of supports offered to K-12 students.
* At least 2 years of classroom experience and 2 years’ case management experience; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the role successfully.
* Develop relationship with SD46 colleagues to support overall needs of shíshálh K-12 students.
* A comprehensive understanding of First Nations K-12 students and First Nations issues in British Columbia.
* Responsible for overseeing in partnership with the Wellness Manager, the coordination and scheduling of service deliverables that are part of Learning Circles programming.
* Assist the Wellness Centre and Education teams in overseeing the delivery of the Learning Circles.
* Work/liaise with the wellness team, education, health and social departments by way of developing, delivering and evaluating culturally relevant wellness promotion and education programs, services, activities for shíshálh children/youth.

**Qualifications, Skills and Abilities:**

* Diploma or degree in Education, Social Work or Human Services, or a bachelor’s degree in a related field.
* At least 2 years of classroom experience and 2 years’ case management experience; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the role successfully.
* Experience in leading and managing a team;
* Experience in a First Nation environment providing social/emotional and educational services an asset;
* Strong leadership and management skills;
* Excellent interpersonal and communication skills;
* Demonstrated excellence in conflict resolution, mediation, and problem-solving;
* Strong organizational and administrative skills;

**A full job description is available upon request. If you are interested in the position, send your cover letter and résumé to Shree Comar, HR Generalist at:** [**scomar@shishalh.com**](mailto:scomar@shishalh.com)

Preference will be given to qualified shíshálh band members, community members, and other First Nation’s members, Inuit and Métis. We sincerely thank all applicants for their interest in the position, however only qualified applicants will be contacted for an interview.