



Outma Sqilx'w Cultural School

RR #2, Site 75, Comp 17
Penticton, BC V2A 6J7
Phone: 250 493 2421
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May 14, 2018

Employment Opportunity

Position: School Principal

Classification: 14

Level: Jr K- Grade 12

Location: Outma Sqilx'w Cultural School, Penticton Indian Band

Nature and Scope of Position:

Applications are currently being accepted to fill a full-time (1.0 FTE) position with Outma Sqilx'w Cultural School as a school principal. The Principal is the instructional leader and administrative officer of the school responsible for the overall school operations and budgets. The Principal is responsible for the development and management of school administrative and education policies, curriculum development and delivery, student learning, management of the school building and facility, the supervision of teachers, support staff and students to ensure a safe, caring and respectful learning environment that reflects Penticton Indian Band community values, beliefs, culture and traditions. The candidate must work collaboratively with OSCS Language and Culture staff to promote and integrate Okanagan Culture and Teachings into a variety of subject areas.

Responsibilities:

- Provides, promotes and delivers effective instructional leadership. Strives to implement new ideas, techniques, and methods to promote the quality of instruction to meet student needs.
- Performs all duties and responsibilities in accordance with Penticton Indian Band Education policies and procedures.
- Makes recommendations concerning the school's administration, instruction and school policy.
- Develops, manages and adapts the school's annual budget and utilizes sound management principles in the expenditure of school funding.
- Possesses excellent proposal writing skills and/or experience.
- Provides excellent leadership to staff through supervision and performance with a focus on communications, professional growth, and development.
- Provides effective conflict resolution to foster positive relationships between students, parents, staff and community members.
- Coordinates schedules for teachers, paraprofessional and resource staff for cultural and educational activities and school intervention programs.
- Establishes an "Annual Work plan" that promotes and implements the goals and plans developed through the Band's Strategic Planning and the FNSA School Assessment and Certification process.
- Evaluates and assists with the development and implementation of curriculum to ensure that it is current and that new trends are appropriately incorporated with a focus on Language and Culture.
- Supervises the maintenance of accurate records on the progress and attendance of students, including electronic data provided to the Ministry of Education and Nominal Roll Data provided to Indigenous Affairs.
- Collaborates with outside agencies and the PIB community to improve, promote and enhance student, family and staff knowledge and access to community resources.
- Provides verbal and written reports to the PIB Chief and Council and at community meetings as required.

- Establishes and maintains cooperative and positive working relationships with other Departments within the PIB Administration.
- Maintains effective discipline and a safe learning environment in the school, on playing fields, playground, field trips and school events.
- Contributes to the professional development and enhancement of education by participating in professional development.
- Develops and maintains communication with parents and/or guardians regarding the needs and progress of students.
- Maintains professional standards at all times
- Works under the direct supervision of the PIB Director of Education. Reports to and maintains good communication with PIB Director of Education.
- Performs other duties as reasonably required or requested by the Director of Education.

Qualifications/Requirements:

- Masters of Education (Administrative Leadership) or equivalent degree
- Two years experience as a school leader/principal.
- Two years experience working in a First Nation education setting
- Familiar with Professional Learning Community (PLC), FNSA Support, TEFA, DRUMS, timetabling/scheduling.
- Elementary school experience is preferred.
- Valid BC Teacher Certification or eligible for certification with the BC Teacher Regulation Branch.
- Demonstrated ability in the management of a school including, but not limited to, financial budgets, HR issues, and daily administration.

Assets:

- Training and experience working with students with special needs
- Knowledge of Okanagan culture, customs and language.

All Penticton Indian Band employees are encouraged to learn about the culture, language and traditions of the Okanagan people, be willing to continuously upgrade their skills and knowledge, and further their formal education.

Salary: Based on the Penticton Indian Band Salary Grid

Closing Date: May 31, 2018 at 4:00 PM

In return for your effort, we offer a respectful work environment, a great team, and ongoing support and development. If you would like to make a difference in our growing community, **send a resume, cover letter, two letters of reference and a criminal record check to the attention of:**

Mrs. Kathy Pierre – Education Manager

Penticton Indian Band

Mail: RR #2 Site 80, Comp. 19 **Fax:** (250) 493 2882
Penticton BC V2A 6J7 **Email:** jobs@pib.ca

The Penticton Indian Band provides equal employment opportunities to all, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, political belief, creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons with specific knowledge of and/or experience with Okanagan/Sn'p'ink'tn language, culture, history and customs; persons of Aboriginal, Métis or Inuit ancestry; and all others. We thank all those who apply; however, only those candidates selected for interview will be contacted.