



## **Penticton Indian Band Education Centre**

R.R. #2, Site 80, Comp.19  
Penticton, British Columbia  
Canada V2A 6J7

Telephone: 250-770-3210 Fax: 250-493-0889

### **PIB Adult Education Head Teacher/Cultural Lead Position**

#### **Nature and Scope of Position:**

The Head Teacher/Cultural Lead position will support the OSCS Culture/Language Program and the PIB Adult Education Program. The successful candidate is responsible for providing leadership and support in a manner consistent with PIB education policies and BC Ministry of Education guidelines. This involves leading the Language/cultural curriculum development work and providing leadership to the OSCS Language team; supporting and establishing quality adult educational programs; developing, maintaining and managing adult education student plans and files. This is a full-time education management position responsible directly to the principal of OSCS.

#### **Roles and Responsibilities:**

- Support the leadership and strategic planning of education programs and services delivered in PIB schools.
- Provide supervision of adult education staff and OSCS Language/Cultural teachers.
- Work closely with the NVIT to develop course schedules for each school term.
- Maintain and submit all documents required for NVIT administration, student registration, withdrawals, student ID cards and grade submissions.
- Ensure curriculum meets BC Ministry of Education standards and NVIT Adult Dogwood course requirements.
- Work closely with OSCS Principal to devise and maintain school, teacher and student schedules and timetables for PIB Education Centre and the OSCS Language/Cultural Program.
- Work closely with OSCS Principal to ensure the effective delivery of quality education programs that support the PIB community vision for education on reserve.
- Recruit adult students and maintain nominal roll.
- Work with students and school based team to develop Individual Education Plans when required.
- Prepare and submit applicable education reports as required
- Submit student marks to partner schools or NVIT at the end of every school term.
- Organize and conduct regular meetings→students, parents, PIB Adult Education staff, OSCS Culture/Language team,
- Assist school principal with the resolution of student or staff disciplinary issues that may arise.
- Provide academic counseling and career planning with students
- Establish support and tutoring for students enrolled in upper level secondary English, math and science courses at the PIB Education Centre.
- Work with OSCS Culture and Language team to establish teaching schedules and to implement team building strategies and opportunities.
- Lead the development of a scope and sequence framework for the N'sylxcen Language Curriculum project at OSCS .
- Attend the FNSA Professional Learning Community sessions offered and the monthly conference calls.

- Encourage OSCS Language teacher involvement in FNSA Language workshops and PLC.
- Support Language teachers in developing rubric and assessment strategies for evaluating student progress.
- Submit grant proposals for language and cultural initiatives; skills link initiatives and grants for expanding post secondary opportunities and implement activities required to satisfy funding criteria and reporting.
- Consult and collaborate with PIB Natural Resources in the delivery of land based courses and ENRT courses delivered.

**Qualifications:**

- Bachelor of educational degree.
- Comprehensive understanding of First Nation issues and First Nations education.
- Familiar with BC Curriculum for Adult Dogwood Certification
- Strong organizational, management, and motivational skills
- Effective conflict management skills
- Effective counseling skills both academic and social/emotional.
- Strong written and verbal communication skills
- Experience in developing effective and flexible, individual education programs and plans with adult learners.
- Well developed interpersonal skills with the ability to lead a team.
- Friendly, personable and professional
- Ability to work with community organizations, other Band Departments, government ministries, etc.
- Ability to manage delivery of a wide variety of school programs and services.
- Flexible and adaptability to changing circumstances.
- Creative and innovative
- Demonstrates an ability to effectively lead and manage human resources.
- Experience developing cultural curriculum.

**Salary:** Based on Experience and level of education

**Rate of Pay:** Based on Penticton Indian Band Teacher Salary Grid

**Hours of work:** (Full-time) 35hrs/week

**Term Position ending June 30, 2019 with the possibility of becoming a continuing position dependent on the successful completion of an employee performance evaluation and funding availability based on annual nominal roll.**

**Closing Date:** July 17, 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 resume, cover letter, criminal record check, and two references 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:** [kpierre@pib.ca](mailto:kpierre@pib.ca)