



MOHAWKS OF THE BAY OF QUINTE

KENHTEKE KANYEN'KEHÁ:KA

HUMAN RESOURCES, ADMINISTRATION OFFICE
24 Meadow Drive, Tyendinaga Mohawk Territory, ON K0K 1X0
Phone 613-396-3424 Fax 613-396-3627
Website: www.mbq-tmt.org

EMPLOYMENT OPPORTUNITY

Position Title: [Ohahase Principal](#)

Posting Type: Internal

Program: Education

Location: Tyendinaga Mohawk Territory, ON

Position Type: Full Time

Duration: Permanent Position

Posting Closes/Deadline: May 5, 2024, at 11:59 p.m.

Tentative Interview Dates: TBD

Salary Range: Pay Grade Level F (*Annualized Salary range \$84,822.40 - \$92,144*)

About Us:

Mohawks of the Bay of Quinte (MBQ) is a vibrant First Nation community located on the beautiful shores of the Bay of Quinte. We are located approximately 20 minutes from Belleville, ON and centrally located between Toronto and Ottawa. There are approximately 11,000 registered members with approximately 2200 residing in Tyendinaga. MBQ is an employer that prides itself on diversity and fairness, providing a progressive working environment that fosters culture, positivity, and growth.

Position Summary:

The Ohahase Principal (Program Manager) is responsible for the development, implementation and maintenance of programming within the Ohahase Education Centre, including a Secondary School Program and the Adult Education Program

The Principal (Program Manager) works closely with the Director of Education and staff members of the Education Centre

Reporting:

This position will report to the Director of Education, Culture and Language. This position oversees the Ohahase Education team.

Summary of Main Responsibilities:

☞ Academic:

- Developing and maintaining Academic Policies and practices for the Centre, ensuring consistency with MBQ's Academic Policy and procedures, including all key information reporting deadlines.
- Implementation of Ohahase Education Centre Programs, including all applicable documentation, in accordance with Ministry of Education (MOE), ISC, and MBQ standards and requirements.
 - Ensuring courses are appropriately scheduled, preparing course schedule and semester calendars
 - Ensuring use of current approved curriculum, including cultural programming

☞ **Learner and Teacher Support:**

- Creates and maintains a positive learning environment.
- Monitoring learner attendance records/grades, ensuring that both personal and academic supports are made available to the learners, through a systematic review with teacher input;
- Ensure respect for the cultural values of the learners
- Liaises with teaching and education support staff to ensure their adherence to academic policy and procedures;

☞ **Administrative:**

- Ensures that learner records are appropriately maintained and reported, as required by MOE and other relevant external agencies, in a timely manner
- Ensures currency with the reporting requirements of MOE, ISC, and MBQ.
- Reporting, including quarterly academic and financial performance reports

☞ **Leadership:**

- Liaises with teachers and staff to ensure work assignments are completed
- Make recommendations with regard to resource planning: learner supports; human resources; financial; facilities (LT., space, and instructional capital).

☞ **Health and Safety:**

- Promoting and following all MBQ Health and Safety policies and procedures

☞ **All other duties as required**

Requirements:

- ☞ Bachelor of Arts/Science, honours preferred, in relevant secondary school subjects.
- ☞ Master's in education would be an asset
- ☞ Bachelor of Education - Ontario Teaching Certificate - Certification of Qualification for Intermediate/Senior or Junior/Intermediate
- ☞ Five years teaching experience, preferably in an Aboriginal Learning environment
- ☞ Aboriginal or Ontario Principal Course
- ☞ Demonstrated Indigenous Knowledge and practices
- ☞ Experience in budgeting and supervision, preferred
- ☞ Must provide a clear VSC (documentation will be required if successful applicant)
- ☞ First Aid and CPR an asset (and must be willing to take the training if hired)
- ☞ Valid Driver's License and vehicle

Knowledge, Skills and Abilities:

- ☞ Strong written and verbal communication skills
- ☞ Experience with computer programs (i.e. Microsoft Office, email and internet)
- ☞ Proficient in writing reports and proposals
- ☞ Ability to work as an individual and as part of a team
- ☞ Ability to make clear recommendations
- ☞ Develop plans, set goals, objectives and priorities, strategies, and work plans
- ☞ Ability to lead a team
- ☞ Knowledge of culture and language

- ☞ Well developed interpersonal, public relations and relationship building skills
- ☞ Excellent organizational, time and file management skills
- ☞ Knowledge of and ability to interact with external partners
- ☞ Ability to be diplomatic
- ☞ Ability to deal with conflict

Behavioural Competencies:

- ☞ Must be an empathetic and non-judgemental person
- ☞ Must maintain strict confidentiality
- ☞ Be honest, respectful and trustworthy
- ☞ Possess cultural awareness and sensitivity
- ☞ Be creative and flexible
- ☞ Demonstrate sound work ethic
- ☞ Demonstrate keen attention to detail

Application Process:

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, fax or in person to:

By Mail: Mohawks of the Bay of Quinte 24 Meadow Drive Deseronto, ON K0K 1X0 ATTN: Careers	By Fax: 613-396-3627 By Email: careers@mbq-tmt.org
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For more information or a detailed job description, please contact Human Resources at (telephone) 613-396-3424 or (email) careers@mbq-tmt.org or to find out more about Mohawks of the Bay of Quinte, please visit our website at www.mbq-tmt.org

- *Internal Postings are for members of MBQ or active employees only*
- *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- *Salary posted is based on an annual rate, for a 40 hour per week position, 52 weeks per year, actual will be prorated based on position*
- *MBQ is grateful for all who show interest in joining our team and take the time to apply, however, only those chosen for an interview will be contacted*
- *Late applications will not be considered*
- *MBQ is an equal opportunity employer, as well, MBQ references Canada's Aboriginal Employment Preferences Policy*
- *MBQ is currently conducting interviews via Microsoft Teams and follows all Community Health guidelines as they relate to COVID-19*