

KENJGEWIN TEG IS SEEKING TO EXPAND ITS TEAM! DEAN OF PATHWAYS OCTOBER 2020 – MARCH 2022

As one of nine recognized Indigenous Institutes in the province of Ontario, the organization is seeking to recruit dynamic individuals who are compassionate and committed to supporting students through lifelong learning as offered through the Pathways and Post-secondary Education and Training programs.

The pathways learner focused model in adult learning enables Kenjgewin Teg, as one of 9 community based post-secondary Indigenous Institutes in Ontario, to experiment and be innovative by strengthening local partnerships with organizations and communities dedicated to personal and community wellness, as an innovative strategy to help increase the employability and labour market readiness for the Indigenous/Anishinabek youth and adult members interested in the identifying a pathway to employment or higher learning/vocational training.

Dean of Pathways:

Salary Range: EX2 Division Manager/Salary Grade Band M - Qualified Level M (\$78,733 – 87,480 – 96,229)

The Dean of Pathways will report directly to the Vice-President of Lifelong Learning. The Dean of Pathways will act as an academic and student services leader by providing programming delivery supervision, coordination, administration and financial budgeting, while monitoring and reporting on key achievement and program deliverables including data management; ensuring integrity of wellness programs and services that are in alignment with Anishinaabe Aadziwin Learning Opportunities (AOLO) theory and instructional method.

The Dean of Pathways will be primarily responsible to oversee academic programming, working closely with instructors and staff, including policy development and procedures to ensure all accreditation criteria is being met for Kenjgewin Teg programs and will seek accreditation for new programs when required. The admissions process will be an integral responsibility of this position and will include supervising the pathway program, inclusive of Anishinaabe Aadziwin learning opportunities (AOLO), by liaising with the Dean of Enrollment and Admissions and respond to learner needs and approving student admissions based on learning levels and achievements to date. Responsibilities will also include, but not limited to, monitor support staff, collaboration with different departments to keep current on relevant financial and student resources, act as a liaison between staff and students and handle discipline related processes and procedures, ensure compliance with organizational policies and practices, and participation in organizational planning sessions as required.

Qualifications:

- Must possess a minimum of a Bachelor of Education
- Must be a member in good standing with the Ontario College of Teachers
- Completion of the Principal's Qualification Program (PQP) and have a thorough understanding of operating a private secondary school in Ontario for Ministry Inspection
- Minimum of five (5) years of demonstrated substantial management experience in a secondary or adult learning environment

Job Knowledge and Skill:

- Possess strong leadership with excellent interpersonal skills and communication and the ability to build and develop effective relationships with all levels of staff, students and parents
- Ability to facilitate and deliver presentations is essential
- Familiarity with ACCPAC accounting software and accounting management is an asset
- Excellent organizational and administrative skills, report writing skills to write and format moderately complex correspondence, including memos, letters, proposals, reports, meeting minutes and ability to maintain filing systems and databases
- Excellent computer skills in a Microsoft Office environment; (Outlook, Word, Excel, Power Point), monitor and produce statistical reports including student management data systems utilizing ONSIS, Trevlac and Orbund as required and necessary
- Strong knowledge of general office procedures involving procurement, travel arrangements, budget management and reports

- Strong time management skills with ability to multi-task and meet multiple and/or unexpected deadlines and prioritize tasks with minimal supervision in a demanding work environment
- Must possess a valid driver's license, access to a vehicle and be willing to travel as required
- Appreciation and knowledge of the Anishinabek culture, principles, values, language, history and customs and supportive of Anishinabek practices, language revitalization and protocols

Deadline: Monday, October 5, 2020 at 12 noon

To learn more about this employment opportunity, please contact the Director of Operations at 705-377-4342.

Interested individuals can send a complete application package that consists of:

Cover letter, a detailed resume, three (3) current (within one year) letters of reference, two of which must be professional on organizational letterhead and authored by direct supervisor, and written permission to contact references. Please note that reference letters that are not dated within one year will not be accepted as part of the application package.

Please note that the successful candidate will be required to provide a current Vulnerable Sector Check.

Applications can be received marked confidential either through mail or fax only to:

Kenjgewin Teg – Corporate Services
“Dean of Pathways”
c/o Director of Operations
374 Hwy. 551, P.O. Box 328, M'Chigeeng First Nation, ON P0P 1G0
Tel: 705-377-4342 Fax: 705-377-4379

Please note: Kenjgewin Teg has taken steps to ensure that the organization is inclusive and partnership with the school community. This includes the shared practice of First Nation tradition of smudging.

Please note: Kenjgewin Teg's Fitness for Duty Program is implemented which is designed to promote the development and maintenance of the highest possible levels of worker health and safety in an efficient and productive workplace.

Please note: Late applications will not be considered. While we thank all applicants, only those applicants selected for an interview will be contacted. Personal information contained in applications will be used for recruitment purposes.