

Assistant Director



Cross Lake Education Authority is seeking a new **Assistant Director** to join their team.

Cross Lake Education Authority is a locally controlled organization under the auspices of the Cross Lake Band. The Education Authority oversees all education aspects for the community.

Reporting to the Director of Education, the **Assistant Director** prepares and coordinates public relations and information activities within the Education Authority and between the Education Authority and other agencies. In addition, this role is administratively responsible for designated programs.

As the Assistant Director, you will also review all the best practices that are in place in other school divisions and assist in developing programming and planning to apply to the Cross Lake Education Authority. You will work with the administrators and members of Cross Lake Band, the majority of which are local to Cross Lake.

For more information, please visit <https://bit.ly/CLEA-AED>

Responsibilities

- To prepare a regularly scheduled Education Authority newsletter for distribution to staff, Education Authority members, Band Council and parents
- To prepare an annual report of the Education Authority's activities for distribution to staff, Education Authority members, Band Council and parents
- To operate and/or receive proposals for Education Authority policies and procedures, to draft such proposals and submit to the Director of Education
- To maintain in current state, in the Education Authority policy and procedures manual, all policies formally adopted, and distribute such policies to designated personnel within the Education Authority
- To supervise and make administrative arrangements for the following programs or activities:
 - Post-Secondary Program
 - Student Teaching
 - Teacher Recruitment
- To be responsible for the co-ordination and administration of school construction programs when requested to do so
- To organize, chair and/or attend special purpose meetings at the direction of the Director of Education

Skills & Qualifications

- A bachelor's degree in business administration, education, or related field
- At least 3 years' relevant experience
- Strong financial skills are required
- Experience working in an HR environment
- A good working knowledge of business regulations, standards, and procedures
- Good leadership, communication, and interpersonal skills
- Computer literacy
- Good organizational and management skills
- Ability to speak Cree is an asset

If you believe you can make a strong contribution as the **Assistant Director**, please submit your resume in confidence to **Brehanna Lemon, Talent Acquisition Associate** at brehanna@legacybowes.com quoting **#223156**.