

## **Vuntut Gwitchin Government**

A.	<u>Identification:</u>	Director
	<u>Department:</u>	Education
	<u>Supervisor:</u>	Executive Director
	<u>Date:</u>	Aug 2010 (revised October 2012)
	<u>Status:</u>	Full-time
	<u>Level:</u>	9

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B. Job summary:

Reporting to the Executive Director, this position is responsible for directing education programs and services to Vuntut Gwitchin beneficiaries. This position also serves as a member of the Senior Management Team.

C. Main Duties:

**Directs the planning and delivery of education and employment programs and support services for beneficiaries enrolled in the K – 12 public school system, and for full-time and part-time adult learners (Old Crow high school program) by:**

- Advising on VGFN legislation, monitoring, evaluating and recommending changes
- Developing policies and procedures, strategic plans, goals, objectives and departmental work plans
- Researching and keeping informed of new trends, issues, programs and services federally and territorially, and with other First Nations, agencies, organizations and professionals and assessing implications to Vuntut Gwitchin First Nations
- Receiving recommendations from Chief & Council standing committees
- Monitoring, evaluating and recommending changes as needed in legislation and strategic plans, and adjusting programs, services, policies and procedures
- Ensuring the development and delivery of specific activities and services
- Researching funding opportunities and ensuring proposals are submitted
- Advising staff members who are preparing proposals for third party funding and when negotiating contracts
- Ensuring that sufficient resources are obtained and made available for implementing programs and services
- Ensuring that contracts, contribution agreements, and programs are properly administered and reported upon.
- Determining the need for consultants/contractors, and initiating hiring/selection, and monitoring the work of consultants and contractors.

- Analyzing statistical data and ensuring that data systems are maintained
- Identifying how services and programs can be integrated with other Vuntut Gwitchin Government departments, and consulting with those departments.

**Assists learners, parents and beneficiaries by:**

- Keeping parents and beneficiaries informed of Vuntut Gwitchin Education plans, directives, policies and initiatives.
- Accepting education funding applications, such as the High School private home subsidy and the school supplies subsidy from Vuntut Gwitchin members, evaluating applications, and implementing funding.
- Assisting Vuntut Gwitchin members with applying to education programs.
- Communicating with education high schools and the Individual Learning Centre where learners are attending.
- Processing payment of fees to educational institutes and monthly allowances to high school students.
- Counseling learners in career and educational plans.
- Overseeing the summer science camp for school aged children.
- Discussing problems with learners and parents and assisting as appropriate
- Directing parents to other resources and services such as homework tutors.
- Overseeing the William “Bill” Ferguson memorial scholarship program and monthly awards.

**Liaises with community members, business associates, professionals, negotiators, agencies and organizations by:**

- Participating in committees, boards, forums, commissions, meetings and working groups on the national, territorial and community levels as well as with other First Nations in developing goals, plans, policies and procedures, and dealing with citizens’ and clients’ concerns
- Discussing with Territorial and Federal officials on program and funding agreements
- Discussing community needs with territorial and federal staff to problem solve or fill gaps in services.
- Assigning staff to participate in a variety of boards and committees, commissions, working groups and negotiations
- Ensuring information sessions and public meetings are held regularly with citizens and residents, and attending sessions and public meetings.
- Providing information to consultants and contractors

**Directs the finances of the department by:**

- Gathering budgets from staff, and compiling into one yearly departmental budget and making final decisions as to content of budget
- Submitting and defending the yearly budget request to the Senior Management Team and Chief and Council
- Preparing variance reports
- Reporting to the Finance Director of any projected shortages or surpluses.
- Reconciling revenues of contribution agreements to expenses.
- Approving departmental purchases and contracts, monitoring budget and expenditures, and deciding when to move budget dollars to other budget items as needed

**Hires and Supervises staff by:**

- Evaluating staffing needs and determining qualifications needed.
- Establishing work priorities and making changes to workload as needed.
- Evaluating performance
- Discussing training needs with staff and the Human Resources and monitoring implementation of plans, and evaluating effectiveness of training
- Assisting with problem solving and personnel issues.
- Approving timesheets and leave requests
- Ensuring compliance with WCB regulations and reporting job injuries to the Human Resources.

**Participates as a member of the senior management team by:**

- Attending weekly Director meetings to discuss and develop organizational policies and procedures and plan government wide business and integration of services amongst departments
- Attending Chief and Council meetings as required
- Developing organizational strategic plans and goals.
- Preparing briefing notes as needed
- Responding with other senior management members to critical incidents as needed.

**D. Job Knowledge and Skills:****Education:**

- Degree or diploma in an academic field, or the equivalent in experience and relevant training.
- Knowledge of Umbrella Final Agreement (UFA), Self Government Agreement (SGA) and First Nations Final Agreement (FNFA)
- Awareness of Yukon First Nation government systems
- Knowledge of government legislation regarding education and training
- Knowledge of intergovernmental commissions, boards and working groups
- Knowledge of educational issues affecting First Nation peoples both locally and nationally.
- Knowledge of the Yukon education system and programs and services
- Knowledge of federal and territorial funding programs for education and training.
- Knowledge of financial management

**Management Skills:**

- Ability to lead by example.
- Creative and innovative
- Ability to be a team player and work with people from various disciplines and cultures.
- Ability to delegate.
- Ability to multitask in a high paced environment
- Ability to problem solve and resolve conflicts
- Time management and organizational skills.
- Ability to assume responsibility and meet deadlines.
- Ability to supervise and mentor staff.

- Ability to write reports and make presentations
- Ability to negotiate contracts and contribution agreements
- Ability to analyze, prepare and reconcile budgets and expenditures
- Ability to research and analyze organizational and departmental needs and develop strategic goals, work plans, and policies and procedures.
- Ability to prioritize and rank issues in relation to the overall goals of VGFN.
- Ability to develop policy papers, technical papers and presenting technical data to Senior Management Team, Supervisor, Chief and Council and government officials.

#### Specific Skills

- Ability to use email, Word and Excel
- Ability to interpret education related legislation
- Ability to use the database Aboriginal Information System
- Ability to understand application requirements and processes at the Department of Education - YTG

#### Interpersonal Skills:

- Incumbent must be comfortable in a cross-cultural setting.
- Incumbent must be comfortable living in a remote setting with extreme temperatures and light conditions.
- Ability to communicate effectively and diplomatically, both verbally and in writing, with co-workers, community members, Vuntut Gwitchin citizens, and with outside agencies, partners and business associates.

#### E. Decision Making:

This position is directly responsible to the Executive Director, and Vuntut Gwitchin Citizens. The incumbent works independently and with initiative within established policies, procedures, objectives and priorities. Decision-making is required for the day-to-day operation of Vuntut Gwitchin Education, for developing procedures where none exist, setting work priorities, ensuring financial accountability, and making changes to operational procedures. Decision-making is also required in long-range planning, communicating with agencies and third-party partners, and determining which recommendations are forwarded to Chief and Council.

#### F. Impact/Accountability:

This position is accountable for compliance with legislation, directing strategic planning, establishing and meeting departmental goals and work plans, that expenditures do not exceed budget and revenues, and enforcement of standard operational policies and procedures. Proper administration of education is critical to the well being of Vuntut Gwitchin beneficiaries.

#### G. Key Personal Contacts

<u>Who</u>	<u>Purpose</u>	<u>Frequency</u>
Executive Director	Supervision, information exchange	Weekly/as needed
Education staff	Informing and discussing current and proposed projects.	Daily
Boards, Councils &	For discussion, planning, policy	As needed

Committees	reviews, consultation, information exchange	
Chief & Council	Discussing strategic plans, budgets and expenditures, legislation, policies & information exchange.	As needed
VGG Directors	Developing policies and procedures, integrating services; government direction, information exchange.	As needed
Governments, agencies and partners	Negotiating contracts and contribution agreements; intergovernmental planning; information exchange.	Daily
Consultants & Researchers	Planning and project delivery; information exchange	As needed
VGFN Citizens	Discussing policy, procedures, providing programs and services.	As needed
Educational institutes	Discussing program/course pre-requisites, registrations, applications, progress; learner problems.	As needed

H. Positions Supervised

Number of positions: 7	Education Support Worker Old Crow (per school calendar) Education Support Worker Whitehorse (per school calendar) Part time Education Clerk Part time School Bus driver (per school calendar) Part time Homework tutors ((per school calendar Culture Camp Coordinator (March/April each year) Hot Lunch Head Cook (Late Oct to early May)
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I. Working Conditions:

This position is located in a normal office environment.

**Spiritual:**

- Meeting educational needs of beneficiaries while respecting and including traditional values.

**Physical:**

- Approximately 70% of time using the computer
- Travel approx: 6 trips per year long distance
- Remote living conditions in extreme temperatures and light conditions

**Mental:**

- Regular need to meet critical deadlines (meetings, reports, ad hoc deadlines)

- Shifting priorities to respond to Vuntut Gwitchin government and community needs
- Program and service delivery affected at times by conditions due to the remoteness of the community
- Multi-tasking and frequent interruptions

**Emotional:**

- Dealing regularly with community members who are under personal stress, or have varying social values.

J: Conditions of Employment

- Willingness to follow policies and procedures as detailed in personnel and administrative manuals
- Willingness to work extra hours to meet deadlines.

**SIGNATURES:**

<p>Supervisor:</p> <p>I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <hr/> <p>Supervisor</p> <hr/> <p>Date</p>	<p>Incumbent:</p> <p>I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p> <hr/> <p>Incumbent</p> <hr/> <p>Date</p>
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