

Vuntut Gwitchin Government

- A. Identification: Manager
- Department: Education
- Supervisor: Executive Director
- Date: DEC 2012
- Status: Full-time term (12 months) position
- Level: 8
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B. Job summary:

Reporting to the Executive Director, this position is responsible for managing education and services to Vuntut Gwitchin beneficiaries. The Manager is also responsible to assist the Executive Director in connection with education-related matters.

C. Main Duties:

Manages 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 by:

- Keeping informed on relevant VGFN legislation, monitoring, evaluating and recommending changes, as directed
- Assisting with the development of 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 managing education programs, services, policies and procedures
- Managing the development and delivery of specific activities and services
- Researching funding opportunities and ensuring proposals are submitted
- Assisting staff members who are preparing proposals for third party funding and when negotiating contracts

- Recommending sufficient resources for implementing programs and services
- Managing contracts, contribution agreements, and programs, such as the Home work Tutor Program with a view to proper administration and reporting.
- Identifying the need for consultants/contractors, and initiating hiring/selection, and monitoring the work of consultants and contractors.
- Assisting with the analysis of statistical data and ensuring that data systems are maintained

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 and client needs with territorial and federal staff to problem solve or fill gaps in services.
- Recommending 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

Practices financial responsibility by:

- Assisting with development of annual department and project budgets
- Monitoring program expenditures and reporting financial state to supervisor
- Submitting project/third party claims as required
- Ensuring financial documents such as timesheets, leave forms, travel forms, cheque requisitions, purchase orders and travel claims are processed

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 WCB

Assistance to Executive Director and representatives of the senior management team by:

- As directed, 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
- Assisting with the development of organizational strategic plans and goals.
- Preparing briefing notes as needed
- Responding to critical incidents as needed.

D. Job Knowledge and Skills:

Education:

- 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 be a team player and work with people from various disciplines and cultures
- Ability to resolve conflicts and to problem solve
- Ability to prioritize and rank issues in relation to the overall goals of the VGFN.
- Time management and organizational skills.
- Ability to assume responsibility and meet deadlines.
- Ability to draft, prepare, write reports and make presentations
- Ability to negotiate contracts

- Ability to forecast project costs and monitor expenditures
- Ability to supervise and coach staff
- Ability to multitask
- Ability to analyze community needs and develop policies and procedures to meet those needs

Specific Skills

- Ability to use email, Word and Excel
- Ability to interpret education related legislation
- Ability to use the database Aboriginal Information System

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 department, for developing procedures where none exist, setting work priorities, ensuring financial accountability, planning projects, systems and services, communicating with agencies and third-party partners, and determining which recommendations are forwarded to the Executive Director.

F. Impact/Accountability:

This position is accountable for compliance with legislation, managing and implementing 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

Who	Purpose	Frequency
Executive Director	Supervision and obtaining direction	As needed
Education staff	Informing and discussing current and proposed projects.	Daily

Boards, Councils & Committees	For discussion, planning, policy reviews, consultation, information exchange	As needed
Chief & Council	Informing on budgets and expenditures, legislation, policies & information exchange.	As needed
VGG Directors	Assisting with development of policies and procedures, integrating services; information exchange.	As needed
Governments, agencies and partners	Assisting with negotiating contracts and contribution agreements; information exchange.	As directed
Consultants & Researchers	Assisting with project delivery; information exchange	As needed
VGFN Citizens	Managing programs and services.	As needed
Educational institutes	Discussing Programs, program delivery; learner problems.	As needed

H. Positions Supervised

Number of positions: 6	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: 4-6 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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