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## **KOBE Manager**

**Keewaytinook Okimakanak Board of Education is hiring for a Management Position**

**Position located in Thunder Bay**

**Competition closes September 4, 2020**

### **Job Description**

- Duties and Responsibilities include, but not limited to:  
Provide coordination of the KOBE program for the Keewaytinook Okimakanak First Nations.
- Supervise all KOBE staff to ensure work plans are created and followed to ensure support is effectively provided and delivered to the KO schools.
- Provide necessary staff appraisals through written and oral feedback.
- Organize appropriate budgets to track spending within KOBE and proposals.
- Work at ensuring assessments of literacy and numeracy are provided at the community level (EQAO etc.) and oversee the organization of the data as it becomes available and track areas of need.
- Ensure the KO communities have access to the literacy, numeracy and student retention resources needed to meet the objectives.
- Coordinate training of KO community school staff and principals through the delivery of the KOBE Summit, community based professional learning, and other opportunities for training as they become available.
- Work with the KO community schools and principals to ensure the School Success Plans are up to date.
- Work with the KO Director of Education and other Administrator staff to develop appropriate Education Authority and Director training.
- Work at producing ongoing proposals and reports as needed in partnership with NAN.
- Provide reports as requested on all assigned duties and proposals as required.
- Assist in the delivery of board wide programming and initiatives, such as, but not limited to, KOBE Summit, KOBE Indigenous Games, and Annual General Meeting.
- Travel to the KO communities to meet with Principals, teachers, students, and community.
- Organize and work with the schools for the delivery of EQAO testing in the KO schools (this trip may count towards the three visits or may be an additional visit).
- Liaison between KOBE staff and Principals.
- Other duties as required.



## Qualifications

Bachelor of Arts. and Bachelor of Education Degrees required

Masters in any area preferable

Min of 8 years classroom experience.

First Nation language spoken and written preferred.

Possess an attitude of respect and sensitivity towards clients with varied backgrounds, abilities, and educational status.

Proven ability to work independently with minimal supervision.

Effective written and verbal communication.

Ability to be flexible within your role.

Current valid Criminal Record Check.

Valid Ontario driver's license own an operating vehicle, and the willingness and ability to travel for school board related business as required.

Experience facilitating education for school staff and family members.

Innovative and independent with strong problem-solving skills

Comprehensive Benefit Package. Competitive salary to commensurate with experience. We thank all applicants, but only successful candidates will be contacted for an interview.

Deadline for the above Position is September 4, 2020

Job Type: Contract

Please send all resumes with references to:

KOBE Management Position

c/o Jeff Nelson [jeffnelson@edu.knet.ca](mailto:jeffnelson@edu.knet.ca)