



Job Description: Director, Adult Education Centre

The First Nations Adult Education Centre in Gesgapegiag is dedicated to empowering adult learners through culturally relevant education. We are committed to providing a supportive and inclusive environment that fosters personal growth, community development, and lifelong learning. Our programs are designed to meet the unique needs of First Nations Adult Learners, helping them achieve their educational and career goals.

The Director of the First Nations Adult Education Centre in Gesgapegiag is responsible for the overall leadership, management, and operations of the Centre to promote the success of all adult learners. This role is crucial in ensuring that the educational programs and services provided are culturally relevant, of high quality, and aligned with the needs and goals of the community.

Objectives

The primary objective of the Director is to lead and manage the Centre in a manner that ensures the delivery of high-quality, culturally relevant educational programs. This role involves fostering an environment that supports adult learners' educational, personal, and professional growth within the Gesgapegiag community. It aims to empower adult learners, enhance educational programs, promote community engagement, ensure organizational effectiveness, uphold ethical standards, and facilitate continuous improvement.

Key Responsibilities

Leadership and Management

- Provide visionary leadership and direction for the Adult Education Centre.
- Develop and implement strategic plans that align with the educational goals and needs of the community and the overall goals of the School Council.
- Develop and implement a Student Success Plan to support and enhance the educational achievement and personal development of Adult Learners.
- Oversee daily operations and ensure the smooth functioning of the Centre.

Program Development and Implementation

- Design and oversee educational programs that are culturally relevant and tailored to Adult Learners.
- Ensure the curriculum and teaching methods meet the needs of the community and adhere to the educational standards of the community and the School Council.
- Monitor and evaluate program effectiveness and make necessary adjustments.

Staff Supervision and Development

- Determine human resources needs.
- Develop and implement a human resources plan to fulfill the needs.
- Recruit, train, and supervise educators and support staff.
- Foster a collaborative, supportive, and positive work environment.
- Provide ongoing professional development opportunities for staff.

Community Engagement

- Build and maintain strong relationships with community members, leaders, and other stakeholders, including local education, social development, and employment and training sectors.
- Promote the Centre's programs and initiatives within the community.
- Ensure that the Centre's activities are aligned with the community's cultural values and needs.

Financial Management

- Develop and manage the Centre's budget.

- Ensure financial sustainability and accountability.
- Pursue funding opportunities.
- Manage grants and other financial contributions.

Policy and Procedure Development

- Establish and implement policies and procedures to support the effective operations of the Centre.
- Ensure compliance with relevant regulations and standards, including School Council policies.

Reporting and Evaluations

- Monitor and evaluate the effectiveness of programs and services.
- Provide regular reports to the local governance committee, School Council, and other stakeholders.
- Use data and feedback to continuously improve the Centre's offerings.

Advocacy

- Advocate for adult education and lifelong learning within the community and with external partners.
- Represent the Adult Education Centre at local, regional, and national forums.

Qualifications

- Education: Bachelor's degree in Education, Administration, or related field. Master's degree or higher is preferred.
- A minimum of 30 credits in administration at the graduate level.
- Experience: Minimum of 5 years of experience in educational administration or leadership, preferably in adult education or within a First Nations community.
- Cultural Competence: Deep understanding of and respect for First Nations culture, traditions, and community dynamics.
- Leadership Skills: Proven leadership and management skills with the ability to inspire and motivate a diverse team.
- Communication Skills: Excellent verbal and written communication skills in English. Proficiency in Mi'gmaq and French is an asset.
- Financial Acumen: Strong financial management skills, including budgeting grant/contributions management.
- Strategic Thinking: ability to develop and implement strategic plans that align with the community's education goals and the overall goals of the School Council.

Personal Attributes

- Integrity and Respect: Commitment to ethical leadership and respect for all members of the community.
- Visionary: Ability to envision and implement innovative educational programs and initiatives.
- Collaboration: Strong interpersonal skills and the ability to work effectively with diverse stakeholders.
- Resilience: Capacity to handle complex challenges and make decisions in a dynamic environment.
- Passion: Genuine passion for education and community development.