



## Principal- Lakeview School

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|-----------------------|------------------------------|
| Department:           | Education                    |
| Classification/Level: | Senior Management- Education |
| Employment Status:    | Regular Full-Time            |

### Reporting Relationship

The Principal will be responsible for the instructional leadership, organization, management, and administration of the local band operated elementary school. They shall report directly to the Director of Education.

### Position Summary

M'Chigeeng First Nation requires an experienced Principal to manage school operations and provide strong leadership to our educators and staff members. The ideal candidate is active in the Anishinabek community and makes themselves available for parent consultations, taking parent suggestions and discussing the educational needs of individual students. Our Principal will also be responsible for arranging major and minor building maintenance programs, while ensuring that educators have the resources, they need to meet the local Anishinabek priorities **and** provincial curriculum requirements. The Principal will be a school leader who is a well respected with a proven record. They shall be community and student focused, and can strategically foster growth, development, and opportunities for students in the elementary educational system. They'll cultivate strong relationships to support the evolvement of a 'system'; and will work in collaboration with Director of Education, Chief & Council and the M'Chigeeng community at large.

### Essential Functions

#### A. PRIMARY FUNCTION

The Principal will provide leadership and administration which will motivate instructional and support personnel to strive for superior performance to provide the best possible opportunities for Anishinabek student growth and development, both educationally, culturally, emotionally, and personally. Physical student safety and mental health wellness of students is foremost the priority for the Principal to create a nurturing and healthy learning and teaching environment where students can thrive to meet their goals and honor their gifts.

#### B. LINE OF AUTHORITY

Directly responsible to the Director of Education in M'Chigeeng.

#### C. SUPERVISION OF OTHERS

Direct supervision over:

1. Education Staff at Lakeview School
2. Custodians
3. School Volunteers
4. Secretarial/clerical staff
5. All regular instructional and other professional staff members assigned to the school for services.

#### D. AREAS OF RESPONSIBILITY

The main areas of responsibilities are focused on ensuring a successful school:

- Creating a positive school culture where teachers, parents and communities are partners in education
- Creating a long-term plan for Anishinabek student academic success by empowering and engaging staff, parents and the community members in a three to five- year school success plan
- Cultivating leadership in others by implementing a leadership model that builds local capacity as a priority through a network of professionals

### **Job Description**

- Managing people, data, and processes through fair, effective and accountable practices
- Improving School Leadership by facilitating, leading and planning effective professional development for all education team members and implementing school wide initiatives tactfully, strategically and meaningfully
- Uphold our First Nation's educational policies and integrate the Ministry's provincial guidelines into each class curriculum
- Create provincially and local Anishinabek benchmarks for students and teachers and track progress towards those goals
- Develop programs that improve teacher performance and assist students in understanding class material better
- Provide guidance to the school's network of student leaders and challenge those leaders to make the school a better place
- Respond immediately to concerns from parents and school administration team and the Band Council
- Developing and administering the general school routine, and coordinate all activities within the school building
- Participating in the selection of new teaching and classified personnel as required or requested
- Observing, counseling, and motivating professional staff toward performances to attain the educational goals of the First Nation
- Utilizing to the fullest extent possible, all available school facilities, materials, and staff service personnel
- Continually evaluating existing programs and practices, curriculum content, and pilot or experimental programs
- Maintaining an educational philosophy and school climate which encourages a cooperative and participating attitude on the part of all teachers and students
- Maintaining a standard of student behavior designed to command respect and minimize school and classroom interruptions.
- Resolving student behavioral problems on buses
- Encouraging and initiating continued improvement in curriculum and teaching methods in cooperation with Administration, subject area specialists, and consultants/specialists
- Identifying intellectual, physical, social and emotional needs affecting students' success in school, and taking steps to direct and coordinate the efforts of teachers and parents with staff services and special education personnel
- Planning and submitting annual budget needs for the building to the Director of Education prior to April 1 of each year
- Maintaining effective communication to keep the staff, students, and parents properly informed
- Orienting new personnel assigned to the school
- Having school records available and up to date for ready reference and reporting
- Planning and conducting Professional Learning Communities and monthly staff meetings as necessary

- Interpreting and clarifying relationships between teachers, subject area team leads, and specialized personnel in accordance with school policy
- Affecting or recommending changes which will lead to improved administration, supervision and opportunity for student development.
- Making recommendations to Education Administration on any matter which will improve the excellence of the School
- Actively participating and encouraging staff participation in parent-teacher, student-led conferences and other community groups, as a means of developing understanding, cooperation, and respect for school objectives and endeavors
- Review, authorize, or disapprove authorizing all staff requests for instructional materials and equipment within the approved budget
- Authorizing all requests for special pupil transportation needs of the professional staff
- Attending professional conferences, seminars, and workshops in education and/or educational administration as budget allows
- Performing all other acts reasonable and necessary to accomplish his/her primary function as requested by the Director of Education
- Implement and Action school improvement efforts based on school evaluations/consultant reviews
- Assist in grant applications/proposals as required and necessary
- Scheduling of curricular areas, field trips, experiential learning and land-based learning opportunities
- Assessment and evaluation of students is appropriate and monitored including annual data collection
- Ensure maintenance of student demographics/attendance/grades (Computerized) is completed for all grades
- Ensure regular teacher evaluations/individual Annual Learning Plans are completed
- Ensure student supervision at all times; hold mediation and dispute resolutions of staff when issues arise;
- Delivery of an effective Special Education program that is well implemented monitored
- Plan enhanced students supports such as hot lunches, various before and after school extra-curricular activities, summer learning programs for students
- And all other duties as assigned by the Director of Education and/or Chief and Council

## **Qualifications and Requirements**

### **Preferred**

- Master's Degree in Education/Principal's qualifications and seven (7) years' experience
- A visionary with several years of proven educational leadership experience and able to inspire and engage others across the system to achieve the Vision, the Mission, and strategic goals and directions of M'Chigeeng's educational system
- Fluent in Anishinabemowin language and cultural practices

### **Minimum**

- Bachelor of Education
- 5 or more years' experience as a Principal or in a school leadership role with an Ontario Principal Certification: PQP I and PQP II or working towards this certification.
- Knowledge, understanding and application of Anishinabek Language, practices, values and history

### **Other**

- Active, visible and participates willingly in community activities and events outside of school hours

- Commitment to creating a productive and positive educational experience for all students
- Valid Ontario Certified Teacher license.
- Proven history in improving teacher performance
- Superior Verbal and written communication skills
- Life-long learner
- Proven successful educational leadership experience (either at the school level or central administration)
- Knowledge of current key issues in First Nations education and supportive of Anishinabek
- Have contemporary knowledge of current key issues in First Nations education
- Have excellent interpersonal and communication skills – be a visible, inclusive, and collaborative leader with a demonstrated track record of success, building effective relationships and partnerships at all levels of the organization, as well as with key education, community, provincial and federal partners
- Be courageous, results-oriented, have integrity and energy to champion student success and contribute to building an equitable and inclusive community together
- Strong interest in the education of First Nation children, youth and learners coupled with a sincere concern for their well-being
- Strong knowledge of internal and external challenges (First Nation issues, government changes, labour market, education trends, funding changes, etc.)
- Must have knowledge and/or experience with the culture, history and customs of the Anishnabek
- Fluency of the Ojibwe language is a strong asset or must have a willingness to learn Anishinabemowin
- VSS requirement must be thirty (30) days current, original or certified copy.

### **VSS Rationale**

VSS must be thirty (30) days current and be an original or certified copy. All individuals applying for employment with MFN Education programs are required to submit a Vulnerable Sector Screen and Criminal Record Check as these individuals will be working directly/indirectly with students. All individuals employed under the education program must have a record clear of charges and convictions relating to child sexual harassment or abuse of any kind.

Interested applicants must submit COVER LETTER, RESUME, THREE (3) CURRENT WRITTEN REFERENCES (2 Work-Related references from a direct supervisor/manager and 1-character reference to be contacted after successful interview), current performance appraisal from Supervisor/Manager, and education certifications addressed to:

#### **Principal**

Human Resources

P.O. Box 333 M'CHIGEENG, ON P0P 1G0

Fax (705) 377-4980 or [employment@mchigeeng.ca](mailto:employment@mchigeeng.ca)

**Job Category:** Education

**Job Location:** Lakeview School

**Salary:** \$72800-\$135200

**Closing on:** Jul 29, 2026