



Bigstone Cree Nation Education Authority Employment Opportunity

Manager of Special Services/Programs

Bigstone Cree Nation Education Authority serves a total student population of approximately 500+ students. This incumbent will be responsible for the coordination, administration, ongoing support and delivery of the school lunch program for Bigstone Education Authority assigned schools. Will work with the lead instructor of the Hockey Academy to help implement a hockey program that focuses on individual skills and character development. Act as an advocate for students and parents while running the Parent Circle that supports the organization of school events, parent education, fundraising, and volunteer efforts.

Key Responsibilities for:

School Nutrition Program:

- Coordination and delivery of the School Nutrition lunch programs for the schools.
- Create nutritious, culturally appropriate and fiscally sustainable menus that adhere to the Alberta Nutrition Guidelines for children and youth.
- Ensure adherence to food safety and safe food handling with the schools and staff.
- Provide information to school staff, students, and community agencies which will promote increased interest in childhood nutrition.
- Report equipment problems of unsafe conditions to the Principal.
- Actively participate in the recruitment, selection and training of staff
- Mentor and train staff (e.g. Menu development, organizing kitchen space, food ordering)
- Maintain, coordinate and schedule staff and evaluate work performances
- Ensure workplace best practices, policies, procedures and safety protocols are being followed and implemented.
- Participate in strategic and operational planning

Parents Circle Program:

- Build and maintain relationships of trust with school staff, families and community professionals.
- Collaborate with students and their supports to assess needs.
- Link students and families to other supports and agencies when appropriate.
- Maintain confidentiality and privacy within the confines agreed with the student, their family and in line with legislation and law.
- Volunteer for all extra-curricular activities that are sponsored by Bigstone Cree Nation Education Authority.
- Assist with student events/student voice initiatives.
- Work with teachers, school staff, families, and communities, using existing school structures, to advocate for the needs of each learner
- Facilitate student engagement in order to create trusting relationships between students and their school community
- Works with community partners to establish opportunities for students

Hockey Academy Program:

- Assist the Hockey Academy Instructor in performing specific duties as assigned or undertaking specialized tasks.
- Assist Hockey Academy Instructor in creating an environment that is conducive to learning and appropriate to the maturity and interests of the students.

Qualifications:

- Bachelor's Degree in Education
- Minimum 2-5 years experience in a leadership role
- Excellent communication and interpersonal skills.
- Strong organizational and time management abilities.

Why Work With Us?

We offer paid time off for professional development and non-instructional days, sick days, health and dental benefits, a health spending account, and the company's registered pension plan benefits. We also provide housing with a subsidized rental rate, including all utilities, and reimburse \$100 monthly for wifi. We offer a moving allowance to relocate to our community. You will be surrounded by elders and colleagues who want the best for each student and their learning and well-being.

Closing Date: Until a suitable candidate is found

Please submit cover letter, resume, supporting documents and references in confidence to:

Human Resources

<https://www.bigstoneeducation.ca/careers> PREFERRED or

Email: human.resources@bigstoneeducation.ca

Mail: P.O. Box 870, Wabasca, Alberta, T0G 2K0

Fax: 780-891-2178

Or drop off in person at: Suite #8 - 911 Mistassinii Road S

Thank you in advance to all who submitted an application, only those selected for an interview will be contacted.