



## Employment Opportunity

# PRINCIPAL

Reference No. QSL-QSES-PRI-0919 (RE-POST)

**Purpose:** Reporting to the Quw'utsun Syuw'entst Lelum Director, the Principal will be responsible for the day-to-day management of Quw'utsun Smun'eem Elementary School. Quw'utsun Smun'eem Elementary School is a band-run school with approximately 110 students offering Kindergarten to Grade 4 education. This is a full-time permanent position.

### Responsibilities:

- Develop and implement new program activities with the guidance of the Director, including the expansion of the school
- Provide leadership in the delivery of school wide Hul' q'umi'num' immersion integration and Hul' q'umi'num' lesson plans as per Quw'utsun Syuw'entst language and culture curriculum
- Provide leadership in the integration of Cowichan culture, values and language in classroom activities
- Prepare a variety of written and financial reports, including FNEESC reports, TEFA reports, internal reports, nominal role, budgets, invoice coding, and reciprocal tuition
- Liaise with the transportation supervisor to provide safe transportation for students
- Coordinate staff professional development events
- Provide basic individual counselling, and support strategies to students if behavioral issues arise
- Coordinate advertising and promotional activities, such as events, publications, or advertisements as needed
- Ensure compliance of program and staff with all internal and external policies and procedures
- Prepare and manage program budgets for the Director's review
- Attend case consultation meetings with internal and external programs, such as Lalum'utul Smun'eem, Ts'ewulhtun Health Center, and Ministry of Child and Family Development as needed
- Plan, organize, and manage school staff including hiring, staff development, performance evaluations, scheduling, complaints, and discipline
- Provide professional guidance and support to staff when professional concerns arise, such as curriculum development and implementation
- Other related duties

### Required Education and Experience: *(please attach all corresponding documents)*

- Bachelor of Education Degree required, Masters of Education Degree preferred
- Valid B.C. College of Teachers Certificate
- 5-years teaching experience required, 7-years teaching experience preferred
- 3-years management experience illustrating leadership skills, supervisory management skills and financial management skills
- Criminal Record Check (C.R.C.) **required**
- Valid **Class-5** BC Driver's License **required**
- First Aid / CPR-C Certificate considered an asset

### Required Skills, Knowledge and Abilities:

- Knowledge of Cowichan language, culture, and values
- Knowledge of different learning styles and appropriate teaching methods
- Knowledge of formative and summative assessment methods
- Knowledge of educational obstacles that face First Nations peoples
- Knowledge of proposal writing, specifically in capital and facility development is an asset
- Ability to develop programs in support of student achievement in a K-Grade 4 school
- Well-developed written, oral, and interpersonal skills
- Organizational skills

*Interested applicants are invited to submit a current resume and a detailed cover letter clearly stating how you meet the qualifications listed in the job posting. Please reply to the undersigned, quoting the reference number and position title.*

**Attention:** Human Resources Department, Cowichan Tribes

**Reference No.** QSL-QSES-PRI-0919

**Email:** [resume@cowichantribes.com](mailto:resume@cowichantribes.com) ♦ **Website:** <http://www.cowichantribes.com/employment>

**Deadline: 4:00 p.m. Thursday, September 19, 2019**

*Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal Ancestry  
Only those candidates that are short listed will be contacted*