

**ADMINISTRATION OFFICE
DEPARTMENTS:**

Administration, Finance,
Capital Projects, Public Works,
Ontario Works,
Education,
Economic Development,
Lands, Membership



ADMINISTRATION OFFICE:

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SHAWANAGA FIRST NATION
EMPLOYMENT OPPORTUNITY
Kinomaugewgamik Elementary School

Position: Principal/Education Director

Vacancies: One (1)

Term: Full-Time Permanent– 37.5 hours/weekly

Start Date: September 1, 2026.

Salary: To be determined

6 Month Probation

Position Summary:

Shawanaga First Nation is seeking an experienced, dynamic and visionary Principal/Director of Education commencing September 1, 2026. The Director of Education is responsible for guiding the overall direction and operation of the department ensuring a safe, supportive and culturally grounded environment. The Director of Education will be required to oversee all educational programs in the areas of the Elementary School, Secondary and Post-Secondary support programs, as well as Student Transportation, Student Counselling programs and Provincial Tuition Agreements.

The principal position refers to the Kinomaugewgamik Elementary School located on Shawanaga First Nation.

The Principal/Education Director will report to the Chief Administrative Officer.

Duties and Responsibilities:

- Ensure the education activities are conducted according to the policies and recommendations of Chief and Council of Shawanaga First Nation
- Create a sense of community in the school setting and engage the students, staff, parents, community members, Chief and Council and other Shawanaga First Nation agencies in the school program.
- Develop, maintain and manage an effective and efficient education administration system.
- Provide leadership to promote clear consistent expectations that focus on successful educational outcomes for ALL students.

- Develop and/or enhance the Education Department program policies and school curriculum.
- Develop, manage and maintain the Education Department's annual budget.
- Develop proposals and pursue funding to maintain and enhance the programs offered by the Shawanaga First Nation Education Department.
- Submit reports as required by funders and Shawanaga First Nation.
- Develop and maintain positive and effective relationships with schools, employees, colleges, universities and school boards.
- Provide supervision to Education Department staff and paraprofessionals.
- Remain current of any changes or trends in the Ontario Education System.
- Ensure that all curriculum materials and resources in use at the school are based on the Ontario curriculum or Shawanaga First Nation cultural curriculum.
- Act as a resource for teachers on student evaluation.
- Provide general guidance for all teaching staff.
- Encourage and ensure education staff are keeping contact with parents/guardians when appropriate.
- Register the students and ensure that teachers are keeping proper attendance records in the register, and to establish and maintain the Ontario Student Record (OSR) files for students and expedite the transfer of OSR's when students leave.
- Liaise with Near North District School Board Provincial Schools, St. Peter's Roman Catholic School and Simcoe Muskoka School Board.
- Liaise with Indigenous Services Canada professionals, reporting and learning the ISC Education Portal.

Qualifications:

- Bachelor of Education and/or a related field is preferred.
- Current Ontario Teacher's Certificate (OCT) must be in good standing.
- Significant administrative experience.
- Special Education qualifications a definite asset.
- First Aid and CPR Training or willing to obtain.
- Prior experience working with children an asset.
- Excellent management, planning, organizational and communications skills; both written and oral.
- Valuable knowledge of education systems, structures and funding models.
- Valid ON driver's license.
- Experience working with First Nation communities a definite asset.
- Vulnerable Sector Check is required.

Preference may be given to Indigenous candidates with relevant on-reserve employment experience and/or those with knowledge and understanding of Shawanaga First Nation history and community.

Successful candidates must be able to produce and maintain a clean Criminal Record Check.

Only those applicants selected for an interview will be contacted, thank you for your interest. Please submit a resume with a cover letter and three (3) current work-related references via in-person, email or fax to;

Ava Pawis
Human Resource Coordinator
Shawanaga First Nation
2 Village Rd, Nobel, ON P0G 1G0
Tel: (705)366-2526 * Fax: (705)366-2740 * Cell: (705)346-0321
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