



**JOB POSTING  
SCHOOL COMMUNITY DIRECTOR  
FOR SHESHATSHIU INNU SCHOOL  
PERMANENT FULL-TIME**

The School Community Director is responsible to aid in long-term planning, design and delivery of programs, staff professional development, administration of budgets and liaising with senior education officials in other organizations. The School Community Director will take direction and advice from the Chief Executive Officer.

**Key Responsibilities & Duties:**

**Education Programs**

Develop proposals, manage budgets and reports for community education programs including but not limited to, Post-Secondary Education, Special Education, Parental and Community Engagement, Teacher Recruitment and Retention and New Paths for Education. Establish long term objectives linked to other community activities and design programs to support those objectives.

**Elementary/Secondary Education**

Reports on success and needed programs and/or services amendments. Encourage staff to be role models for the community and school at all times. Assists the Board in education policy development. Helps in developing operational policies as needed for effective administration. Develops meaningful roles for parents and community in the education system.

**Education Liaison**

Acts as an Education Liaison to his or her respective community, maintaining a network of education contacts in other governments, academic files and private business. Attend selected professional conferences, meetings and workshops to keep abreast of changes in education administration. Participate in the development of cultural and Innu-Aimun resources, materials, and curriculum. Other duties as required.

**Qualifications\***

- Completion of secondary school or equivalent is essential.
- Achievement of a post-secondary diploma, certificate, or degree is a definite asset.
- Ability to communicate in English and Innu Aïmun is an asset.
- Excellent interpersonal skills, good negotiation and mediation skills are an asset.
- High level of motivation and willingness to learn.
- General knowledge of post-secondary programs available to high school or equivalency graduates.
- Other levels of education and experience will be taken into consideration.

**Salary:** Follow MTIE Salary Scale

**Competition Number:** MTIE-005-2025

**Closing Date:** January 15, 2025

Please send resume, references and quote competition number to:

Clarence Davis, Director of Human Resources (Interim)  
**MAMU TSHISHKUTAMASHUTAU INNU EDUCATION**  
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\*All applicants will be asked to submit a Provincial Court Check, Code of Conduct and Vulnerable Sector Check.