



**Le Conseil Scolaire des Premières Nations en  
Éducation des Adultes // The First Nations Adult  
Education School Council**

**OCT 16 2018**

**Date: October 9, 2018**

**Third Posting**

**JOB POSTING**

**TITLE OF POSITION:**

Adult Education Center Director

**IMMEDIATE SUPERVISOR:**

Executive Director of the First Nations Adult  
Education School Council

**LOCATION:**

Kahnawake (travel required)

**SUMMARY OF THE POSITION:**

The Adult Education Center Director is responsible for the academic and administrative management of the Center, the quality of educational services and all programs and resources of the Center with the objective of promoting the success of all adult learners. All in accordance with the Québec Education Act and policies set forth by the First Nations Adult Education School Council.

The position includes responsibilities for teaching and educational management, human resources management, financial, material, and information management as well as the management of welcoming and referral services in relation with organisations in employment or employability.

**BASIC REQUIREMENTS:**

- ✓ Bachelor's degree in a relevant field of study, a permanent teaching licence and at least 30 credits at the Graduate level in administration; OR a Master's degree in administration with a background in education may be considered;
- ✓ 8 years of relevant experience, combining management and teaching experience;
- ✓ Fluent in English with excellent writing skills and knowledge of French;
- ✓ Working knowledge of Microsoft Office suite.

**ASSETS**

- Knowledge of Kanien'kehá:ka culture and Indigenous organizations and communities as well as their economic and social issues;
- Knowledge of the adult education sector;
- Understanding of the realities of Kahnawake and of the Kanien'kehá:ka communities of in Quebec;
- Criminal background check required (it will be automatically required of candidates selected for an interview).

**PERSONAL SKILLS:**

- Interpersonal skills;
- Leadership;
- Ability to communicate;
- Strategic vision;
- Team spirit;
- Developing partnerships;
- Capacity for analysis and synthesis;
- Tact and diplomacy;
- Adaptability;
- Rigor;
- Ability to plan;
- Organizational skills;
- Decision-making;
- Problem Solving;
- Ability to negotiate.



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**Only candidates with the experience and the prerequisites required will be called for an interview.**

\* All things being equal, priority will be given to members of the community of Kahnawake, members of the Kanien'kehá:ka communities and First Nations Communities.

A complete job description is available at [www.conseilscolaire-schoolcouncil.com](http://www.conseilscolaire-schoolcouncil.com).

Interested candidates should email their resume as well as a one-page vision statement on the role of a Center Director to:

Rola Helou  
First Nations Adult Education School Council  
[jobs@conseilscolaire-schoolcouncil.org](mailto:jobs@conseilscolaire-schoolcouncil.org)

Only applications submitted by email will be considered.

*Nov 16, 2017*