



EMPLOYMENT OPPORTUNITY

Sturgeon Lake Cree Nation is seeking an individual to fill the full time permanent position of

Director of Education

Under the general direction of the Chief Administrative Officer, the Director of Education provides strategic leadership and oversight for all Sturgeon Lake Cree Nation education programs and services. The Director is responsible for the overall direction, coordination, supervision, and evaluation of the Nation's education portfolio, including but not limited to Sturgeon Lake School, Student Transportation, Post-Secondary Education, Student Supports, and Provincial and Private Schooling for Sturgeon Lake Cree Nation students

MAIN DUTIES:

- To develop and maintain policies with respect to education and training services
- Streamlining the current education and training programs to ensure services are delivered effectively and efficiently
- Keep active in Education and Training opportunities and ensure notification to membership
- Developing monthly, quarterly and yearly work plans for reporting to Administration
- Administering all Education programming under Sturgeon Lake Cree Nation
- Supervision of Education and Training personnel
- Maintaining all Education Program reporting to Administration and stakeholders
- Recruit, interview and verify educational qualifications for prospective educational positions.
- Supervise and discipline faculty and resolve complaints/disputes between faculty members and students.
- Development of education framework and planning for the SLCN Education Program
- Conduct Education departmental/program meetings with attainable goals and objectives
- Development of policy, parent handbooks and ensuring information is readily available
- Participation in institutional planning meetings
- program planning, delivery, staff recruitment, supervision of staff, budget preparation and reporting, and committee engagement.
- Experience in a supervisory, managerial, or leadership capacity.
- Active involvement in Indigenous communities and initiatives.
- Commitment to service in community activities related to Indigenous education and development.
- Coordinate accreditation visits, advisory board meetings, events and instructor training
- Other related duties as required and requested by Administration

QUALIFICATIONS

- Valid Class 5 driver's license and reliable vehicle
- Provide a Clear Criminal Record Check & Clear Child intervention Record Check
- Possess Confidentiality and discretion
- Must be able to communicate clearly with staff, parents and community members
- Must have written and verbal communication skills
- Must display proficiency in computers and related technology
- Willing to attend training as required

EDUCATION AND SKILLS:

- Education: Bachelor's degree in Education, Educational Leadership, Administration, Indigenous Studies, or a related field. A Valid teaching certificate is a asset.
- Experience: Ability to manage and analyze budgets and coordinate with education services for the Nation.
- Managerial Skills: Position requires the ability to plan and manage a number of activities or functions and with financial responsibility and direct supervision of staff
- Interpersonal Skills: Position must exercise tact and diplomacy to achieve positive outcomes

Please submit Cover Letter, Resume and minimum of three (3) References by

August 14, 2026

By Mail: Sturgeon Lake Cree Nation
Box 757, Valleyview, Alberta T0H 3N0

By Fax: (780) 524-2711

By Email: employment@sturgeonlake.ca