



Employment Opportunity

Job Title: Interim Education Director

Location: Education Department, Penelakut Island

Job type: Interim Position until April 2026, Monday – Thursday 7:45 a.m. to 4:15 p.m.

Salary: Dependent on experience

Process: Email cover letter and resume to r.charlie@penelakut.ca

Deadline for Applications: August 7, 2025

POSITION SUMMARY

Penelakut Tribe is recruiting an **Interim Education Director** to lead the Education Department in helping Penelakut Tribe members to achieve their educational goals and aspirations by supporting quality programs that promote the Hul'qumi'num culture and language.

The **Interim Education Director**, reports to the Administrator and ensures that the interests of Penelakut Tribe members are represented in all matters of Indigenous Education. The **Interim Education Director** supports the strategic initiatives for the implementation of Indigenous education; supports Indigenous rights to education that support traditions and culture. The Education Director is a key member of the senior management team.

DUTIES AND RESPONSIBILITIES

- Plans, develops, implements and monitors the Education department's vision and strategic departmental plans;
- Assists in the establishment and achievement of program deliverables for Education services based on the PT's overall strategic plan and operating goals for the fiscal year;
- Oversees and provides leadership and direction to planning, organizing, implementing, maintaining, and evaluating education related programs and services for the community;
- Ensures that curriculum and training is compatible with the social, cultural background and needs of the PT;
- Confirms that the terms and conditions of the Local Education Agreement between the PT and School District #79 are being met; participates with School District #79 in relevant meetings and projects which promote the advancement of our students and community;
- Connects and collaborates with relevant third-party organizations and government agencies to build effective partnerships for the purpose of providing departmental programs and services;
- Serves as the Education services expert; and sits on committees, attends meetings, represents the PT to various stakeholders; serves as a liaison between the community and the Education Department;
- Prepares and presents quarterly, annual and project reports for the Administrator, Chief and Council and the community as well other stakeholders as required;

- Executes departmental human resource related initiatives; establishes performance management and productivity standards for all department staff; and manages and evaluates staff through continuous consultation, coaching and professional development plans;
- Plans, develops, revises, and implements policies, standards, procedures, and practices relating specifically to the delivery of education services;

EDUCATIONS AND EXPERIENCE

- Degree in Education, Educational Leadership or other related discipline; or
- An equivalent combination of education, training and experience;
- Minimum of 3 years' experience in a leadership role, including management and development of programs; managing, directing and leading employees; and liaising with various regulatory agencies;
- Valid Class 5 driver's license, a clean driver's abstract and reliable vehicle is required;
- Clean criminal record check required.

Thank you for your interest in this position, only those short listed will be contacted further.