

**JOB POSTING**  
**Oneida Nation of the Thames**

**Position: Life Long Learning Administrator**

**Wage: \$65,000 incl. benefits**

**Department: Life Long Learning**

**Term: Permanent Full-time**

**Posting Date: August 5, 2010**

**Closing Date: August 26,2010 @ 4:30pm**

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**SUMMARY**

The Administrator of Life Long Learning will ensure the co-ordination and delivery of programs included in this division (Head Start, Child Care, Language & Culture and Standing Stone School) are delivered in an effective and efficient manner. The Administrator will ensure that the learning opportunities are consistent with the levels of standards equal to or greater than that of various provincial and federal guidelines while promoting cultural awareness among our community members through programs, projects and initiatives undertaken by the division. The Administrator will aid in the improvement and effective delivery of programs and services offered under the division by striving to improve and expand existing programs while pursuing new initiatives that will enhance the delivery of services to the People of the Standing Stone.

The Administrator of Life Long Learning is supervised and accountable to the Director of Operations under the mandate determined by the Chief and Council of the Oneida Nation of the Thames. The Administrator supervises the Principal of Standing Stone School, the Oneida Child Care and the Head Start Manager and the Cultural and Language Centre. The Administrator monitors the Thames Valley District School Board Tuition Agreement and actively participates in numerous committees such as the Indigenous Education Coalition, Thames Valley Native Advisory, Tuition Agreement, and the Education Administrator Committee. Provides technical support for education related lobbying efforts by the political representatives of the Oneida Nation of the Thames, as directed by the Director of Operations.

**QUALIFICATIONS:**

1. An undergraduate degree in Education with Professional certification in good standing from a recognized licensing body in the province of Ontario AND minimum of 5 years employment in an educational management capacity; OR
2. A related discipline from a recognized university with a minimum of 10 years in an educational management capacity;
3. Knowledge and experience working with ACCPAC budgets and financials;
4. Knowledge of provincial and federal agencies that guide/direct service delivery protocols that are legislative requirements;
5. Knowledge and experience working with tuition agreements;
6. Knowledge and skills to effectively manage divisional personnel matters;
7. Aboriginal ancestry or a member of a First Nation is preferred, Human Rights Section 16(1);
8. A person who demonstrates cultural awareness of First Nation issues

**MANDATORY DOCUMENTATION WITH APPLICATION:**

1. Cover letter, resume, three 3 work related references (names and telephone numbers only);
2. Copy of College Diploma and/or University Degree, similar related discipline ;
3. Copy of recent (within 1yr), CPIC.

**Interested applicants please submit documentation to:**

**Oneida Nation of the Thames, Administration Office**

**Human Resource Department**

**2212 Elm Avenue,**

**R.R. #2 Southwold, Ontario N0L 2G0**

**OR Fax (519) 652-9287**

- All applications will be screened according to the above qualifications, including a full and complete application as requested.
- A registered member of a First Nation as per Section 16(1) of the Human Rights Act would be an asset.

**NOTE: A full job description is available by contacting the Human Resources Department @**

**(519) 652-3244 or Employment & Training @ (519) 652-9350.**