



Wuikinuxv Nation

Oweekeno Village, Rivers Inlet, c/o Bag 3500

Port Hardy, BC, V0N 2P0

Administration Office Phone: (250) 949-8625

Administration Fax: (250) 949-7105

Director of Education – Wuikinuxv Nation

Department: Education

Reports to: Executive Director

Location: Wuikinuxv Nation Administration Office

Employment Type: Full-Time, Permanent

Salary Range: \$90,000-\$101,000 (Commensurate with experience and qualifications)

POSITION SUMMARY

The Director of Education provides strategic leadership and operational oversight for all Wuikinuxv Nation Education programs, including the Wànuvk qàquthá'ailas School, post-secondary supports, adult education initiatives, and language and culture integration across learning environments.

Reporting directly to the Executive Director, the Director of Education works closely with the Education Committee, Elders, language and culture staff, families, and community partners to shape a learning environment grounded in Wuikinuxv values, Uukw'ala language, culture, and community aspirations.

The Director is also responsible for supporting strong educational governance, including policy development, committee support, reporting, and long-term planning that aligns with Wuikinuxv Nation goals and Council directives.

This position ensures a safe, positive, and culturally grounded learning environment, promotes measurable academic growth for all learners, and contributes to the development of a thriving Nation-operated education system.

KEY RESPONSIBILITIES

Educational Leadership & School Administration

- Provide leadership and direction for all Education Department programs, services, and staff.
- Oversee daily operations of Wànuvk qàquthá'ailas School, ensuring high-quality instruction, student success, and alignment with the BC curriculum and Wuikinuxv ways of knowing.
- Support the integration of Wuikinuxv language, cultural teachings, land-based learning, and Elder knowledge across programs.
- Build positive relationships with students, families, staff, Elders, and community members.

Educational Governance

- Support the Education Committee with meeting preparation, agendas, minutes, reports, and follow-up actions.
- Ensure Education Committee and Council directives are implemented effectively and communicated to staff.
- Lead and support the development and updating of Education policies, procedures, and governance frameworks for Nation-operated education.
- Develop strategic plans and long-term education goals in collaboration with Council, the Education Committee, and the Executive Director.
- Prepare regular updates for Council, including written reports, data summaries, and policy recommendations.

Planning, Reporting & Compliance

- Develop annual education workplans, strategic priorities, and program evaluations.
- Manage departmental budgets, including forecasting, reporting, and ensuring compliance with funding agencies (FNESC, ISC, FNSA, etc.).
- Ensure all reporting obligations—school, financial, and program—are completed accurately and on time.
- Maintain confidential and secure student, personnel, and departmental records.

Staff Supervision & Development

- Supervise, mentor, and evaluate teachers, support staff, and education program personnel.
- Support professional development, cultural training, and capacity-building opportunities.

Partnerships & Community Relations

- Work collaboratively with external partners, including FNESC, the BC Ministry of Education, school districts, universities, and other Indigenous education organizations.
- Support culturally grounded community engagement, events, family involvement, and education-related gatherings.

SKILLS & QUALIFICATIONS

- Strong leadership with the ability to motivate staff and support positive school culture.
- Demonstrated understanding of educational governance and policy development.
- Ability to work under pressure, meet deadlines, and maintain strict confidentiality.
- Proficiency with computer systems (Word, Excel, Google Suite, budgeting tools, data systems).
- Excellent interpersonal, communication, mediation, and conflict-resolution skills.
- Strong knowledge of Indigenous education models, trauma-informed practice, inclusive learning, and culturally responsive pedagogy.
- Experience building relationships within small, remote, or community-based education settings.
- Ability to manage, monitor, and balance departmental budgets.

EDUCATION & PROFESSIONAL REQUIREMENTS

- Minimum: Bachelor of Education, Bachelor of Arts, or related field, plus at least five (5) years of progressive leadership or administrative experience in education or Indigenous education.
- Preferred: Master's degree in Education, Educational Leadership, Indigenous Education, or related field.
- Experience supporting or participating in education governance structures (school boards, education committees, policy committees, or equivalent).
- Eligibility for or certification with the BC Teacher Regulation Branch (preferred but not mandatory depending on qualifications).
- Demonstrated experience working with First Nations, ideally within Nation-operated schools or Indigenous education contexts.
- Strong understanding—or commitment to learning—Wuikinuxv Nation's culture, language revitalization goals, and community priorities.
- Clear Criminal Record Check with Vulnerable Sector Screening.
- Valid BC driver's license (or ability to obtain) and willingness to travel as needed.

Application Process

Interested applicants are invited to submit a cover letter, resume, and three references to:

Wuikinuxv Nation – Executive Director Email: executive_director@wuikinuxv.net

Deadline: ****