



## Employment Opportunity Natoaganeg First Nation

**Position Title:** Principal, Natoaganeg School

**Program:** Education

**Salary:** Commensurate with Education and Experience

**Hours of Work:** 75 hours bi-weekly

### Scope of Position

Reporting to the Director of Education and working in close collaboration with the Vice Principal, the Principal serves as the instructional leader and chief administrator of Natoaganeg School. The Principal is responsible for providing leadership, direction, and supervision to all school personnel, including the Vice Principal, teachers, educational assistants, and support staff.

The Principal is responsible for fostering a safe, inclusive, and culturally responsive learning environment that supports the academic, social, emotional, and cultural success of every student. This role promotes high standards of teaching and learning while building strong partnerships with families, community members, and the Education Committee to advance the school's mission and strategic priorities.

### Key Responsibilities

- Develop, implement, monitor, and evaluate the School Improvement Plan.
- Provide instructional leadership that promotes high-quality teaching, student achievement, and continuous school improvement.
- Collaborate with the Education Committee in the recruitment, selection, and retention of school staff.
- Supervise, mentor, and evaluate teachers and support staff, promoting professional growth and accountability.
- Ensure all new staff receive a comprehensive orientation that includes the school's philosophy, policies, and the community's values and expectations.
- Foster a positive school culture grounded in respect, collaboration, student well-being, and Mi'kmaq values.
- Review and evaluate educational programs, curriculum, instructional practices, and student outcomes to support continuous improvement.
- Promote effective classroom management practices that encourage respectful behaviour and positive learning environments.
- Identify and respond to students' academic, physical, social, emotional, and cultural needs by coordinating appropriate supports and services.
- Oversee school funds in accordance with approved financial policies and in collaboration with the Director of Education.
- Maintain accurate and up-to-date student and school records and ensure compliance with reporting requirements.
- Establish and maintain effective communication with students, staff, parents, caregivers, the Education Committee, and community partners.

- Encourage meaningful parent, family, and community engagement in school activities and student learning.
- Plan and facilitate staff meetings and support collaborative decision-making.
- Recommend and implement improvements to school operations, programs, and administrative practices.
- Develop and maintain productive relationships with external agencies and organizations that support First Nation education.
- Participate in professional learning opportunities, including conferences, workshops, and leadership development, to strengthen instructional and administrative leadership.
- Perform other related duties as assigned by the Director of Education.

### **Qualifications and Experience**

- Bachelor of Education degree.
- Valid New Brunswick Teacher's Certificate (or eligibility for certification).
- Valid New Brunswick Principal's Certificate or willing to obtain.
- Significant classroom teaching experience: previous school leadership experience is considered a strong asset.
- Demonstrated knowledge and understanding of Mi'kmaq culture, values, traditions, language, and community priorities.
- Demonstrated commitment to student achievement, well-being, and culturally responsive education.
- Experience working with Indigenous communities is considered an asset.

### **Special Requirements**

- Satisfactory Criminal Record Check with Vulnerable Sector Check.
- Current certification in Standard First Aid and CPR (Adult, Child, and Infant), or the ability to obtain certification upon hire.

### **Core Competencies**

The successful candidate will demonstrate:

- Strong instructional leadership and commitment to student success.
- Excellent written, verbal, and interpersonal communication skills.
- Effective conflict resolution, problem-solving, and decision-making abilities.
- Strong organizational, planning, and financial management skills.
- The ability to lead, motivate, mentor, and evaluate staff.
- Sound judgment, professionalism, and integrity.
- Strong record-keeping and reporting skills.
- The ability to work independently while fostering collaborative relationships.
- A demonstrated ability to build respectful, trusting relationships with students, staff, families, Elders, and community partners.
- A commitment to creating a culturally safe, inclusive, and supportive learning environment for all students.

Those interested in applying are asked to submit a resume demonstrating the required qualifications and competencies for the position. Please clearly reference competition **2026-ED-02** and forward your application to **Careers@NatoaganegFirstNation.ca** on or before **August 21st, 2026**.

While we thank all who have applied, only those selected for an interview will be contacted.