



Lax Kw'alaams Band

JOB Posting

Principal

Date Reclassified: May 26, 2025
Business Unit: School: Lax Kw'alaams Wap Suwilaawksa
Location: Lax Kw'alaam, British Columbia
Reporting to: Chief Administrative officer

The Lax Kw'alaams Band and Lax Kw'alaams Wap Suwilaawksa School has an exciting and immediate opening for a Full Time Principal. As a key member of the team, this role is responsible for providing duties in accordance with the mandate and priorities of the Lax Kw'alaams Band ("Band"). You will support matters related to K-12 Education, which includes developing, updating, planning, and implementing educational programs. School principals plan, organize, direct, control and evaluate the activities of teachers and other staff in the academic affairs of a school system.

Responsibilities:

General

Planning

- Create a sense of community in the school setting and engage the students, staff, parents, community members, Mayor and Council, and external agencies in the school program.
- Review the Strategic Plan for Education on an annual basis and revise it as required, with input and advice from the CAO.
- Assist with the preparation of the school's annual and long-range plans and related implementation strategies.
- Develop and implement annual work plans and related budgets for the school and its various programs and initiatives.
- Coordinate and facilitate Education meetings with various stakeholders; including the community, staff, First Nations Schools Association, First Nation Education Steering Committee and other government agencies.
- Contribute to the development and ongoing review of broad curricula for all levels of education and training.
- Take the necessary steps to provide a safe and caring environment that fosters wellbeing and maintain respectful and responsible behaviour throughout the school.

Organizing

- Adjust work plan activities and financial revenues and expenditures as required.
- Assign duties to staff to ensure completion of identified work plan activities in a financially efficient and effective manner.
- Ensure quality assurance and that all requirements are met within the school.

Staff Supervision

- Supervise and monitor the day-to-day operational activities of the school and staff in accordance with the Collective Agreement.

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- Approve Timesheets and Time off Requests of staff
- Assign staff as necessary to ensure completion of special projects in a timely manner.
- Recruit and provide recommendations for hiring new or replacement staff as required.
- Review and revise job descriptions for positions as required.
- Conduct and/or ensure performance reviews of all staff on an annual basis or as required under the Human Resources Policy and in accordance with the Collective Agreement.

Provide leadership to improve performance and enhance the quality of the work environment

- Utilize knowledge and abilities in leadership based on a shared vision when planning and implementing programs and policies.
- Facilitate and employ a team approach, valuing team members, encouraging full participation and showing staff appreciation. Seek feedback from the team and provide feedback as needed; build capacity.
- Work with the team to collectively set objectives and change processes in areas requiring improvement.
- Demonstrate knowledge of the Lax Kw'alaams culture and history and understand how these impact communication patterns, attitudes, and education issues.

Controlling/Monitoring

- Monitor activities of the school programs and initiatives, and take corrective action when necessary to ensure the efficient and effective use of financial and human resource and capital assets.
- Review financial statements for the school programs regularly and provide feedback to the Finance Department and CAO, as required.

Reporting

- Work with other internal departments to ensure reporting requirements are met.
- Prepare and provide reports for funding agencies for funding received.
- Prepare and present reports to the CAO and Mayor and Council as requested.

Administrative

- Ensure compliance and quality assurance are adhered to throughout the school and records management; ensure all personnel secure and maintain proper certification.
- Ensure student records are maintained as per legislated policy.

Public Relations and Communications

- Interpret the school's policies for staff, students, and parents.
- Assume responsibility for all official school correspondence and newsletter releases.
- Seek input on programming issues from parents, guardians, students and teachers.
- As the spokesperson for the school regarding goals, objectives, issues, policies and procedures, ensure the effectiveness of communications to all affected parties.

Organizational Responsibilities

- Maintain confidentiality as per the Bands' policy guidelines.
- Adhere to Administrative standards, policies and procedures.
- Bring to the attention of the CAO if practices are not consistent with the current knowledge of acceptable professional standards.
- May work a flexible workweek as determined by the CAO and in accordance with the school.

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Note: Perform all other duties within the scope of the position and as requested by the CAO and Mayor and Council. These will be according to the employee's range of skills, competence, training and experience, or part of a training/development plan.

QUALIFICATIONS:

Education

- Master's degree in education or a related field.
- Bachelor's degree in education or related field

Experience

- Minimum of 3 years as a Principal or related role
- Minimum of 3 years as a teacher or related role
- Minimum of 3 years in administrative or related role
- Extensive experience in teaching and/or administration

Competency

- Strong leadership and interpersonal skills.
- Strong verbal and written communication skills
- Strong work ethics
- Strong analytical and problem-solving skills
- Knowledge of educational theories, curriculum development, and best practices
- Ability to manage budgets, personnel, and school operations
- Ability to work collaboratively with diverse groups of people
- Ability and willingness to learn and adapt to a changing work environment
- Ability to work individually and as part of a team
- Excellent time management skills; ability to meet deadlines
- Excellent technological skills, including Microsoft Office and equipment like calculators, photocopiers, fax machines, and printers
- Ability to use accounting programs. Knowledge of Adagio is an asset.
- Knowledge of Payworks payroll system is an asset
- Knowledge of the Lax Kw'alaams people, culture & traditions, social dynamics & community is an asset

Physical Demands and Working Environment:

Physical Demand

- You may have to spend long hours sitting and using office equipment, computers and attending meetings
- You may have to spend long hours standing and interacting with students and staff

Mental Demands

- You will have to complete several tasks and responsibilities at one time and must be prepared to deal with emergencies and stressful situations at any time
- You will have to communicate and deal with students that may come from families that went to residential schools

Condition of Employment

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- You will adhere to the Lax Kw'alaams Band Code of Conduct, Code of Confidentiality, Social Media Policy and any other Policies in the Human Resource Manual
- Follow all guidelines harmoniously and cooperatively, creating a team approach in their duties for the Band's future success
- Acceptable Criminal Record Check with Vulnerable Sector Search
- Valid Drivers License (Class 5)

Classification/Pay Scale

- You can expect a supportive work environment, a total compensation package which includes a competitive wage, extended health, dental benefits and a pension plan.

Submission Deadline:

- Open until filled
- We invite all interested parties to reply in the strictest confidence to Human Resources:
hr_resume@laxband.com

**** Preference will be given to Lax Kw'alaams Band Members or qualified applicants of Indigenous ancestry. However, we invite all qualified individuals to apply.**