



# Bimose Tribal Council Inc.

Head office: Washagamis Bay 38A, P.O. Box 1200, Kenora, Ontario P9N 3X7  
Central Office: 598 Lakeview Drive, Kenora, Ontario P9N 3P7  
Phone: 807-468-5551 Fax: 807-468-3908



## **-EMPLOYMENT OPPORTUNITY-** **DATA PLANNING LEAD**

**PROGRAM:** Education

**LOCATION:** Kenora Office and Various Communities

The Data and Planning Lead is responsible for the coordination, management and analysis of data relating to student achievement and success. The Lead is also responsible for the development of tools and reports for schools and communities that empower them to make data-driven decisions. The immediate supervisor is the Structural Readiness Coordinator. She or he is responsible for the duties listed below.

### **DUTIES:**

- Develop timely and accurate reports.
- Assist schools and Bimose staff with the use of education-related data to drive instruction.
- Assist schools in the development of school-based plans.
- Assist with the implementation Bimose 4 Year Education Strategic Plan.
- Assist with the development of quarterly reports on the progress of the Bimose 4 Year Education Strategic Plan.
- Work as a team member with other Education staff.
- Assisting with the initiating of a network with other First Nation organizations to develop common achievement goals and expectations.
- Providing training as needed.
- Complete any proposals for additional resource and professional development funding, as required
- Liaison with INAC, the Ministry of Education and other funding agencies as required.
- Attend meetings, workshops and conferences, as required to gather new knowledge and information that would assist with the data analysis.
- Conduct research and compile program data, interpret and present the findings to the Bimose Tribal Council.
- Other duties as assigned by the Structural Readiness Coordinator and/or the Director of Education

### **QUALIFICATIONS:**

- Bachelor of Education degree or higher and three (3) years of experience in data assessment, technology implementation and training, preferably in an education setting
- Strong analytical and quantitative skills with demonstrated ability converting raw data into meaningful analyses and recommendations.
- An understanding of Learning Management and Student Information Systems commonly used in education, and current or emerging education standards.
- Experience working with Dadavan, Microsoft and/or statistical software.
- Ability to collaborate effectively with schools, teachers and IT staff.
- Knowledge of Anishinaabe language, culture and traditions is preferred.
- Experience in Project Management
- Valid driver's license.

Along with a resume and cover letter, applicants must submit a current criminal record check and three references, with at least one from the current/last place of employment. Applications will be accepted until **Monday, July 24, 2017 at 4:00 p.m.**

**PLEASE SUBMIT APPLICATION BY MAIL (marked as confidential), E-MAIL, IN PERSON, OR FAX TO:**

**Bimose Tribal Council Inc.  
Attention: Nadine Seymour, HR  
598 Lakeview Drive  
Kenora, ON  
P9N 3P7**

**Telephone: (807) 468-5551 • Fax: (807) 468-3908 • e-mail: nseymour@bimose.ca**

Late applications will be returned. Only those applicants selected for an interview will be contacted.