

Kee Tas Kee Now Tribal Council Education Authority

SCHOOL VICE-PRINCIPAL

Walk with us on our journey towards Excellence in Indigenous Education. Kee Tas Kee Now Tribal Council Education Authority (KTCEA) serves six schools in five First Nation communities in Northern Alberta. KTCEA was created as a result of the vision of KTC leadership and Elders to provide a high quality, safe, and effective education system designed by Cree people to serve the needs of Cree students. Our programs and services reflect the unique Cree Language and Identity of the KTC Nations. Our diverse workforce provides education to students from Kindergarten through Gr. 12

Position: School Vice-Principal Job ID #: LBS.2025.06

Employment Status: Permanent, Full-time Closing Date: July 15, 2025

Location: Little Buffalo School Annual Salary: \$69,477,00 to \$109,390,00

+ Vice Principal Allowance

Job Description:

Reporting to the School Principal, this position is accountable for supporting the School Principal in overseeing day-to-day operations and supporting instruction to students at his/her school

Qualifications:

- Bachelor's and Master's Degrees in Education from a recognized university or universities, and a minimum five (5) years' teaching experience. Prior experience as a Vice-Principal an asset. Equivalent combinations of education and experience will be considered
- Permanent Alberta Teaching Certificate
- Ability to meet Alberta Education's Leadership Quality Standard
- Prior supervisory experience an asset
- Fluency in Cree an asset
- Demonstrated knowledge and understanding of First Nations culture, organizations, and communities
- Sound knowledge/awareness of provincial curriculum and relevant, emergent matters in the provincial education system
- Experience working in land-based education an asset
- Excellent interpersonal, verbal and written communications skills
- Strong interpersonal skills, leadership and team-building skills
- Strong organizational abilities
- Proficiency in Google Suite, Word, Excel, PowerPoint and other required applications
- Possession of a valid Alberta driver's license and the ability to travel

Conditions of Employment: RCMP/Police Criminal Record Check with Vulnerable Sector and Child Welfare Intervention Record Check (formerly Child Welfare Check, CWIS) submitted prior to commencement of employment

Benefits:

We offer a comprehensive benefits program that includes health, dental, life insurance, disability, retirement savings and competitive time off provisions, as well as professional development opportunities

To Apply:

Please submit a cover letter, resume with references via email to educationHR@ktcea.ca with the **Job ID #: LBS.2025.06** in the email subject line.

Visit ktcea.ca for more information