

# Administrator

## Iqaluit, NU

### Full-Time, Indeterminate

The Iqaluit District Education Authority (IDEA) seeks to fill the vacant position of Administrator. IDEA is responsible to the Government of Nunavut to manage 4 school operations in Iqaluit: Aqsarniit Middle School, Joamie and Nakasuk Elementary Schools and Inuksuk High School. In addition to providing management of the schools, IDEA plays a key role to the Minister of Education in making school facilities available to daycares, sport/recreation groups and for community events.

#### **Job Description:**

IDEA is looking for a responsible, self-motivated, energetic and creative person to: co-ordinate and take minutes at board, committee and public meetings; research, analysis and information management; communications and manage distribution; implement strategic planning goals; manage day-to-day planning of administration; manage busing routes with contractor and issues that arise with respect to busing concerns/needs; familiarity and ability to execute reporting and signing requirements related to financials; execute timely announcements process re school closures, and book/ manage third party usage for school facilities.

The Administrator is required to be familiar with the Nunavut Education Act and Regulations, Nunavut Elections Act and IDEA Policies. The Administrator will effectively communicate with the public, school administrators, officials with the Government of Nunavut Department of Education and the Coalition of the Nunavut District Education Authority, school bus contracting service managers and third parties using school spaces. The Administrator will have to attend board meetings in evenings (usually two times per month), Committee or public meeting events. School closures happening in the early morning (on 6 a.m. weather reports) will require the Administrator to check weather, speak with bus contractor and advise the IDEA Chairperson who make a determination of if schools will be open or be closed; announcements on social media and CBC Radio will need to be made by 6:30 a.m.

#### **Knowledge, Skills and Abilities**

Knowledge of working with Microsoft Word, Excel, required. Ability to provide technical services to provide board meetings with virtual conferencing at board meetings.

A minimum of two years work experience in an office administration role and working in an organization providing services to the public is preferred.

English essential and ability to speak/write Inuktitut a definite asset.

This is not a Government of Nunavut position.

Salary commensurate with experience. Northern Allowance is provided. No housing, pension, medical/dental benefits, travel subsidy available with this position, however, there is a housing allowance provided.

To apply, please email your cover letter and resume to [admin@iqaluitdea.ca](mailto:admin@iqaluitdea.ca). Job description is available by emailing to same.

#### **Application Deadline: November 27, 2023**

- *IDEA is committed to serving the needs of parents, students and school administrators in education at Aqsarniit, Inuksuk, Joamie and Nakasuk Schools;*
- *Priority will be given to Inuit beneficiaries that self-identify.*
- *Only candidates selected for interviews will be contacted.*
- *Employment requires a Criminal Record Check/Vulnerable Sector Check with RCMP.*