



**Piapot  
First Nation**

General Delivery  
Zehner, SK S0G 5K0  
Ph: 306.781.4848  
Fax. 306. 781-4853  
[piapotnation.com](http://piapotnation.com)

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## **Chief Payepot school Principal**

### **About Piapot First Nation**

Piapot First Nation (PFN) is located northeast of Regina, with a population of approximately nine hundred members on reserve. Piapot controls lands which are comprised of over 19,000 hectares located throughout Saskatchewan. With an abundance of community programs, we take pride in our Nation, ensuring we maintain our cultural and spiritual teachings, which are of utmost importance in our daily operations.

### **Job Summary:**

This position will oversee and manage all staff of the Chief Payepot school, including all teachers, education assistants, support and administrative staff. This position will serve and protect the interests and integrity of the students, parents or guardians and staff. The principal will efficiently and effectively manage the delivery of the education program(s) and budgets; manage and direct the education sector personnel; supervise and implement all administrative and financial regulations and guidelines as required; ensuring that management, staff and contractors are apprised of and knowledgeable of all administrative and financial policies and regulations. The principal will promote and foster public relations, and parental involvement by developing and maintaining accountable relationships. identify community and program needs; recommend and monitor expenditure plans; working with Piapot First Nation Administration staff to administer Human Resource and personnel policy within the Chief Payepot School organizational structure, which would also include recruitment of staff, maintaining effective staff relations and conducting annual performance evaluations.

### **Responsibilities will include, but not limited to:**

#### **Financial Management**

- Lead and direct all financial operations of Chief Payepot School in accordance with Piapot First Nation financial policy and ISC
- Develop, maintain, and administer Chief Payepot School policies and procedures within budget and funding requirements
- Establish, prepare, and monitor budgets ensuring financial affairs are conducted within relevant Piapot First Nation policies and procedures
- Administer all financial operations including, payroll, supplies, student allowances, student awards, and maintenance budget
- Produce, review, and monitor monthly departmental financial statements
- Produce, review, and complete all necessary reports as per FHQ legislation and policy
- Maintain all client files on all payments as required by FHQ
- Establish, maintain, and monitor client files ensuring confidentiality



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- Monitor purchasing, invoicing, and other financial transactions as it pertains to the social development program

### **Program and Service Delivery**

- Administer the delivery of Chief Payepot School education programs and services through the FHQ policy and procedures manual
- Ensure program funds are expended appropriately and program budgets are managed in a prudent manner
- Establish and maintain approved program policies, procedures, and standards
- Evaluate the effectiveness of programs and delivery
- Develop active measures and other program proposals which are designed to provide an alternative to Income Assistance recipients
- Leading, co-ordinating, and organizing all academic activities in the school:
- Liaising with Teachers to maintain curricular, disciplinary, and academic performance standards of students.
- establishing academic programs and extra-curricular activities along with other school districts to promote academic achievements.
- documenting and submitting reports on students' academic performance to the Ministry of Education.
- Assisting Teachers and School Counsellors with disciplinary and student counselling tasks:
- Overseeing detention sheets and other disciplinary practices ensuring they comply with school and government policies.
- providing counselling and guidance to Teachers of students with learning difficulties or behavioural issues; and
- conferring with students' parents regarding school behaviour and academic performance.
- Ensuring the students' personal and social development:
- Offering Teachers and staff members concrete tools and discussing strategies to improve students' leadership, stress management, self-confidence, and decision-making skills, as well as communication and interpersonal skills
- assisting teachers in facilitating conflict resolution between students when necessary.

### **Organizational Development**

- Provide input to the strategic plan and participate in the development, implementation, and maintenance of the strategic plan
- Support the development, implementation, and coordination of the strategic plan
- Facilitate the exchange of the information between Piapot First Nation Chief and Council and Piapot First Nation Administration



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### Qualifications:

- Must possess a master's degree in the education field and minimum of three years of work specific experience (A combination of relevant work experience in Education Administration and a bachelor's degree in education may be considered)
- Possess a valid Saskatchewan Teaching Certificate
- Possess excellent communication skills including written, oral, and interpersonal skills
- Have initiative and judgment, confidentiality is imperative
- Possess teamwork and cooperation and planning, organizing, and monitoring skills
- Able to work under pressure to meet deadlines and be able to work with minimal supervision
- Possess commitment to learning, conflict management and budget skills
- Willingness to gain a good understanding of Piapot First Nations cultures, traditions
- Able to work well with community, families, and leadership
- Possess valid driver's license and dependable vehicle
- Must provide updated Criminal Record Check and Vulnerable sector check

Must be willing to travel, possess a valid driver's license and reliable vehicle

### **DEADLINE: Friday July 19<sup>th</sup>, 2024 @ 4:30 PM**

If you are interested in applying for this position, please send a cover letter detailing your qualifications with your resume and three current work-related references to:

**Email: [hr@piapotnation.com](mailto:hr@piapotnation.com)**

ATTENTION: Human Resources

Piapot First Nation

General Delivery, Zehner SK S0G 1K0

*We thank all those that apply, however, only those that are selected for an interview will be contacted. Piapot First Nation relies on The Saskatchewan Human Rights Code to give preference in employment; therefore, please indicate your status on the cover letter.*