



PATHWAYS
EXECUTIVE SEARCH



Director of Finance and Operations



**First Nation
School Board**



The Organization

About the First Nation School Board

The FNSB was established in February 2022, through a series of school-attendance area referenda, enabling Yukon First Nations to assume shared authority with the Government of Yukon in the delivery of public-school education in the territory. Board-run schools continue to follow the BC Curriculum but tailor the programming, lesson delivery, and assessment methodology to reflect Yukon First Nations worldviews.

These schools – with membership growing annually – are for all Yukon students and promote reconciliation by enhancing a Yukon First Nations model that puts the student first, through a strengths-based, community-centered approach.

Equally, all teachers are welcome at these schools and are supported by the Board to adapt their strengths and thrive within the new pedagogy. Five trustees were elected in November 2022 to form the First Nation School Board and the Board aims to authentically work with the community to make student-centered decisions, utilizing **Community Committees** and Parent Advisory Committees, that are currently in the process of being established.

To learn more about FNSB, please visit <https://www.fnsb.ca/>

The Organization (continued)

THE VISION

Nurturing Yukon learners through community wisdom.

WHERE THE FNSB IS GOING (MISSION)

Empower and inspire learners, families, and communities to lead necessary change in education and society through Yukon First Nations ways.

THE WAY (VALUES)

- Respect
- Relationships
- Reciprocity
- Leadership
- Learning from the land
- Honouring our ancestors and future generations
- Learner-centred decision making
- Equity and inclusion
- Wholeness/being a whole person
- Good relationships
- Land Kinship: connection to and responsibility for the land

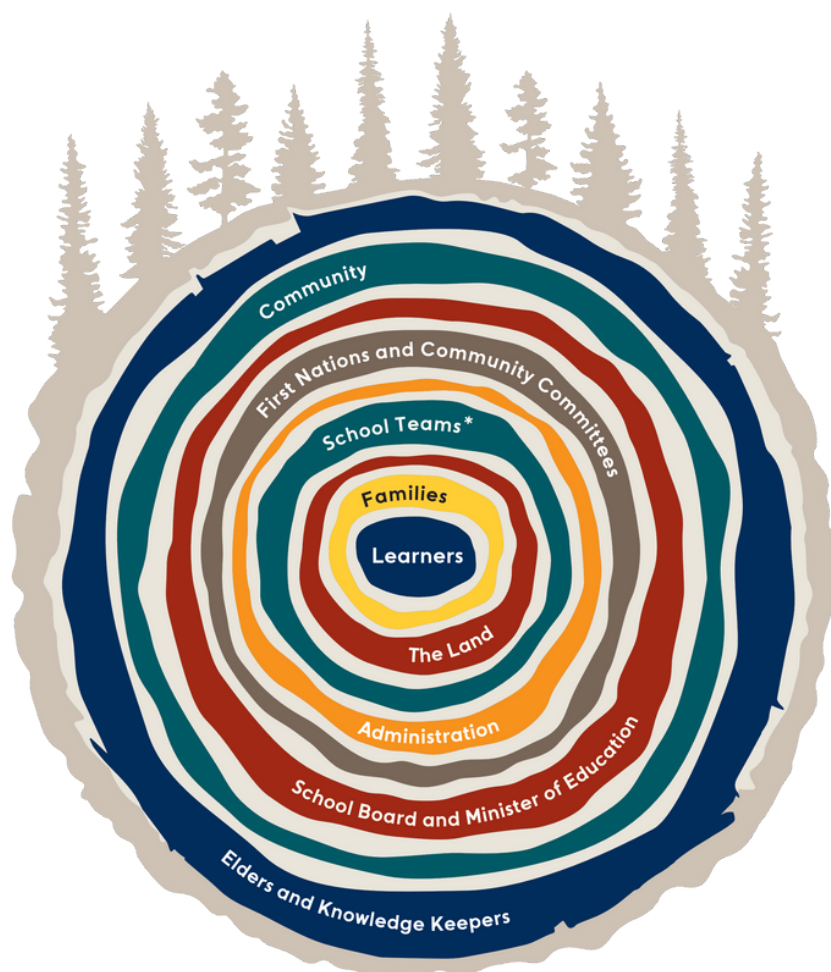
FNSB'S UNIQUE OPERATING AND GOVERNANCE MODEL

The following graphic reflects how FNSB's operational and governance model manifests community values and inspires a crucial shift in perspective throughout FNSB's educational structure. The model holds students in the center with all other entities radiating outward in wrap-around rings of mutual support.

Elders, Knowledge Keepers, and Community form the outer layer, protecting and preserving the whole through their wisdom and guidance.

All rings come with unique responsibilities and jurisdiction, and no one ring is more important or more powerful than the next.

By using the image of a tree in a forest, we convey our connection to the land, the ultimate teacher.



The Organization (continued)

2023 – 2026 STRATEGIC PLAN

The Walking Our Trails Together 2023 – 2026 Strategic Plan guides the FNSB’s efforts to build a new public education system in the Yukon, presenting the organization’s plans and strategies in terms of their relationships, reciprocity, and responsibility, as well as the inter-relatedness with the land.

This strategic plan is built through walking four intertwining “Trails”, with recognizable “Landmarks” and “Blazes” as goals FNSB aims to reach along the way.

TRAILS AND LANDMARKS

1. Learners and Families: Learners and their families are at the heart of all that we do.

- Learners are culturally grounded with the land and their identity.
- Learners love to learn and come to school.
- Families are part of the learning journey.

2. The Learning Environment: The land and other learning spaces.

- Schools are safe and supportive.
- The land, local culture, language, and community are reflected in all learning spaces.
- School teams are supported, resourced, and inspired.
- The curriculum and resources support learners in their educational pathway.

3. Community Relationships and Empowerment: Working with the whole community to create hubs of support for learners and families and to meet local needs.

- Meaningful relationships with local First Nations.
- Support the Community Committee’s aspirations.
- Develop local relationships that empower and build capacity through partnerships with all Yukoners.

4. Governance: Our responsibilities as a school board.

- We are a culturally-grounded, organization actively transforming the delivery of education.
- Use data and research to share our story and shape our journey.
- Tell our story; communicate what we are doing.
- Secure stable funding; explore multiple sources for funding.
- Develop strategic partnerships with Yukon government, CCOE, YAEP, and others.

Read the full Strategic Plan [here](#).

The Role

The Director of Finance and Operations plays a crucial role in overseeing financial management, operational functions, and administrative support, tailored to the needs and values of the First Nation School Board (FNSB).

Under the direction of the Executive Director, the Director of Finance and Operations is responsible for developing financial policies, managing budgets, and negotiating funding agreements with partners. The Director of Finance and Operations is a creative, forward-thinking leader who provides support to senior management, school leadership, and trustees, advising on financial and risk management plans and participating in strategic planning processes.

The successful candidate must have acceptable security clearance with vulnerable sector search and possess a valid Class 5 driver's license and acceptable driver's abstract. The position requires travel within the Territory.

RESPONSIBILITIES

Reporting to the Executive Director, the Director of Finance and Operations will:

- Develop, lead, and evaluate financial management, systems, and administrative support for the School Board and schools, offering training, advice, and assistance to senior management, and school leaders.
- Manage and oversee the finance and operations team, providing ongoing support, development, and training.
- Lead budget development and monitoring processes and ensure proper tracking and control of expenditures while projecting future financial needs.
- Establish internal procedures and coordinate year-end activities, including responding to audit findings and implementing recommendations for improvement.
- Negotiate agreements with partners, ensure FNSB values are incorporated within the process, manage financial agreements, and ensure reconciliation and reporting are completed in accordance with terms and organizational requirements.
- Manage and oversee operational functions including facilities management, transportation, and fleet management, to ensure safe and effective school and board operations, working in partnership with our partners where appropriate.
- Manage procurement and asset ordering, while addressing insurance and technology needs for the school board.
- Provide senior-level financial and operational support and assistance to the Executive Director, Directors, School Leadership and, when requested, the Trustees, participating in preparing briefing notes, and other requested documentation.

The Role (cont'd)

RESPONSIBILITIES

- Develop regular financial reports with a narrative that informs FNSB senior management and school leaders of the financial position; direct the preparation of a variety of regular and ad hoc statistical reports.
- Advise unit leaders on financial and risk management aligned with board objectives, fostering collaboration and strategic planning.
- Ensure training, support, and learning opportunities are provided as needed to all FNSB staff, including school staff in the areas of Finance, operations, and pay and benefits.
- Participate as a member of the board's senior management team, developing strategic plans for finance and operations, and reviewing funding requests for financial implications.
- Work in partnership with the Director of Human Resources to manage areas that overlap between units.
- Evaluate financial policies and programs with the goal of decolonizing policies and programs
- Identify gaps and inefficiencies and develop policies to support program delivery while ensuring quality and accountability.
- Manage FNSB staff pay, benefits, and related needs.
- Acquire and manage real estate properties to ensure teachers are adequately housed, exploring partnerships with communities, FN Governments, and agencies to address housing needs.
- Other duties as assigned.



The Role (cont'd)

ACCOUNTABILITIES

- Oversee funding agreements, ensuring adequate reporting for the timely release of funds.
- Develop and oversee the implementation of annual budgets for the First Nation School Board and its schools, ensuring alignment with strategic objectives and effective allocation of resources to support educational programs and operational needs.
- Manage day-to-day financial operations, including accounts payable, receivable, payroll, and financial reporting. Ensure accurate and timely financial reporting for partners, including the Executive Director, Board of Trustees, and government agencies, in compliance with sound financial accounting principles, practices, and procedures.
- Ensure that the financial strategies and policies reflect the values and principles of the Yukon First Nations and the FNSB's mission and vision.
- Be accountable for the development, implementation, maintenance, and evaluation of sound financial accounting principles, practices, and procedures.
- Oversee day-to-day operational expenditures, and procurement processes to ensure efficient functioning of schools.
- Collaborate with the Department of Education to identify opportunities for alignment with long-term goals and priorities.
- Provide timely and accurate financial reports to the Executive Director, Directors, FNSB school leaders, FNSB trustees, and community committee representatives and offer guidance regarding the preparation, interpretation, and resolution of financial management issues.
- Ensure adherence to applicable legislation, regulations, and acts governing FNSB.
- Build, develop, and maintain strong and productive networks with school leaders, FNSB staff, Yukon Department of Education and partners, and stakeholders of FNSB.
- Collaborate with external partners and organizations, fostering relationships and leveraging resources for the benefit of the schools and the FNSB.



The Candidate

The successful candidate for this role will:

- Have knowledge and understanding of—or a willingness to learn and understand—Yukon First Nations cultures, history, and languages; and the history of education in the Yukon.
- Be able to effectively communicate with diverse stakeholders, including the Board, school leadership, staff, community members, and external partners, using clear and concise language both orally and in writing.
- Build positive and collaborative relationships with individuals from diverse backgrounds, fostering trust, respect, and inclusivity.
- Demonstrate integrity, professionalism, and ethical decision-making in all finance activities, ensuring fairness, confidentiality, and compliance with relevant policies and legislation.
- Adapt to changing circumstances and priorities in a dynamic school environment, demonstrating flexibility and resilience in managing multiple tasks and deadlines.
- Possess a strong knowledge of finance principles, practices, and legislation, and stay updated on emerging trends and best practices.
- Have a strong desire to decolonize financial and operational processes to best support schools.
- Demonstrate a commitment to ongoing professional development, seeking opportunities to expand knowledge and skills related to finance practices and education.

WORKING CONDITIONS

- This position works primarily in an office setting and will at times be required to work remotely when traveling to communities.
- There is regular in-territory travel required (e.g. twice monthly) with this position as FNSB staff are in Whitehorse and rural Yukon communities; trips generally last between one and four days, with travel out of the territory required one to two times per year.
- There is a degree of physicality in this position as it pertains to travel. Travel occurs in all seasons and weather conditions and frequent travel to rural communities can cause some fatigue and disruption to regular routines. Adherence to safety requirements and awareness of road conditions is necessary.
- This position requires a high degree of concentration and will be expected to manage the workload in an environment where there will be frequent interruptions. The incumbent must be able to manage changing priorities, travel changes and meet regular and irregular deadlines.
- The incumbent will be working in schools with employees from other governments and organizations and working to improve and implement changes in programs. There may be times when the incumbent must support people who are experiencing frustration and may demonstrate inappropriate behaviours. There may be some social and emotional stress if conflict situations arise.
- The incumbent will interact with individuals of different values, beliefs, and experiences. Ideally, the incumbent will have a level of proficiency with conflict resolution, knowledge of restorative practices, and the ability to mediate disagreements.



THE APPLICATION PROCESS

To learn more about this leadership opportunity, please submit a comprehensive résumé and cover letter in confidence to Pathways Executive Search.

Preference will be given to applicants first to Yukon First Nations, then to individuals with Canadian Indigenous ancestry. Consideration of candidates will begin in mid-April with a formal review by the selection committee on **April 29, 2024**. Nominations, applications, or expressions of interest should be directed to:

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Pathways Executive Search is a national recruitment firm offering Indigenous-focused professional services. With a mission to make recruitment and career journeys less challenging and more equitable, Pathways is guided by Indigenous values and principles of Indigenous inclusion, which underscore the capacity to build an inclusive process for all racialized and equity-deserving professionals.