



# Seniors' Lunch



For All KZA Seniors

You are invited to a catered lunch.

The purpose of the lunch is to gather your thoughts regarding Recreational Tourism Development Planning (PRDTP) in the Outaouais and Laurentides areas within our KZA territory.

This invitation is from the Natural Resources and Wildlife Office along with Land, Water and Animals Advisory Committee Coordinator.

**When:** Sunday, March 9, 2025

**Time:** 12:00 pm

**Where:** KZA Community Hall (downstairs)

For more information, feel free to contact the Land, Water and Animals Advisory Committee Coordinator Mariette Buckshot at: 819-449-5170 or at [Mariette.Buckshot@kza.qc.ca](mailto:Mariette.Buckshot@kza.qc.ca)



## KITIGAN ZIBI ANISHINABEG

P. O. Box 309, Maniwaki, QC J9E 3C9 Tel: (819) 449-5170 Fax: (819) 449-5673

February 26, 2025

### **JOB OPPORTUNITY-1<sup>st</sup> posting**

**POSITION:** Junior Heavy Equipment Maintenance/Mechanic  
**LOCATION:** Public Works Building  
**WORK SCHEDULE:** 35 hours a week  
**TERM:** Indeterminate  
**SALARY:** level 6 (range based on experience)  
(\$58,527.22 - \$73,097.85)  
**DUE DATE:** March 14, 2025

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#### **SUMMARY:**

Under the supervision of the Public Works Mechanic, the Junior Heavy Equipment Maintenance/Mechanic will assist in troubleshooting, adjusting, and maintaining all heavy equipment at the Public Works facility. They will also help with maintenance and inspection services for all heavy equipment vehicles and machinery. Additionally, the Junior Heavy Equipment Maintenance/Mechanic will support the Mechanic in obtaining repair estimates and ensuring compliance with Health and Safety Regulations.

#### **PREAMBLE:**

If you are interested in applying for this position and are able to demonstrate that you meet the mandatory basic requirements, please present your: covering letter, updated resume, three references and proof of education/training to the attention of Myra Dumont at KZHSS.

**8 Kikinamage Mikan, Maniwaki, Quebec J9E 3B4 by March 14, 2025, at 11:00 a.m. (EST)**

#### **Contact information:**

**E-mail:** [myra.dumont@kza.qc.ca](mailto:myra.dumont@kza.qc.ca) or [HR.advisor@kza.qc.ca](mailto:HR.advisor@kza.qc.ca)

**Phone:** 819-449-5593 ext. 2015

**Fax:** 819-449-7411

**Preference will be given to Kitigan Zibi Anishinabeg Band members in accordance with the Kitigan Zibi Anishinabeg's Preferential Hiring Policy.**

It is the responsibility of the applicant to ensure that all documents are submitted on time and confirm if their application is received. Your contact information must be current and accurate. References will be contacted. Band Council retains the right to choose the candidate who best fits the position, regarding all candidates who pass the interview.



**KITIGAN ZIBI ANISHINABEG**  
**Junior Heavy Equipment Maintenance/Mechanic**  
**JOB DESCRIPTION**

<b>GENERAL INFORMATION</b>	
<b>Job Title</b>	Junior Heavy Equipment Maintenance/Mechanic
<b>Category</b>	Technical
<b>Sector</b>	Community Services
<b>Location</b>	KZ Public Works Building
<b>Terms</b>	Indeterminate
<b>Hours</b>	35 hours
<b>Salary</b>	Level 6 (range varies depending on experience)
<b>Date of job description</b>	February 2025
<b>JOB SUMMARY</b>	
<p>Under the supervision of the Public Works Mechanic, the Junior Heavy Equipment Maintenance/Mechanic will assist in troubleshooting, adjusting, and maintaining all heavy equipment at the Public Works facility. They will also help with maintenance and inspection services for all heavy equipment vehicles and machinery. Additionally, the Junior Heavy Equipment Maintenance/Mechanic will support the Mechanic in obtaining repair estimates and ensuring compliance with Health and Safety Regulations.</p>	

<b>RESPONSIBILITIES</b>	<b>KEY DUTIES</b>
<b>Repair, troubleshoot, maintain equipment</b>	<ul style="list-style-type: none"><li>• To assist in verifying the loader, backhoe, grader and other heavy equipment for proper performance and inspect equipment to detect faults and malfunctions</li><li>• Assist the Maintenance Mechanic to diagnose faults or malfunctions using computerized and other testing equipment to determine the extent of repair required</li><li>• Repair or replace defective parts, components or systems, using hand and power tools</li><li>• Make sure that the repaired item is working properly.</li><li>• Clean, lubricate, and perform routine machine maintenance.</li><li>• Repair heavy trucks, as required</li><li>• Ensures safety inspections on all dump trucks and vehicles that are annually required</li><li>• Test repair equipment for proper performance and to ensure the work meets manufacturer's specifications</li><li>• Service attachments such as plows, shovels on equipment, etc.</li><li>• Inspect machines for malfunctions and determine their nature.</li><li>• Assisting to diagnose and repair hydraulic systems</li><li>• Always ensures PPE</li><li>• Stays up-to-date on changes to the Health and Safety regulations</li><li>• Abiding to the Health and Safety regulations</li></ul>
<b>Health and Safety in the Workplace</b>	

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<b>WORKING RELATIONSHIPS</b>	
<b>Interpersonal relationships</b>	<ul style="list-style-type: none"> <li>• Establish and maintain positive working relationship with co-workers, clients, community members and partners;</li> <li>• Ability to work with public in a professional manner.</li> <li>• Able to work with co-workers for sharing information to complete assignments.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• To adhere to standards of confidentiality;</li> <li>• Notifying supervisor of operational problems or issues necessary.</li> </ul>
<b>Team work</b>	<ul style="list-style-type: none"> <li>• Works as a team;</li> <li>• Maintains good communication with Public Works employees;</li> <li>• To adhere to professionalism representing organization</li> </ul>
<b>External Communications</b>	<ul style="list-style-type: none"> <li>• Dealing with parts and manufacturers businesses, obtaining quotes and estimates in assistance with the mechanic;</li> <li>• Working with the public to provide information, ensuring polite, tactful relations.</li> </ul>

<b>ENVIRONMENTAL FACTORS</b>	
<b>Deadlines</b>	<ul style="list-style-type: none"> <li>• Capability of working with deadline given.</li> </ul>
<b>Accountability</b>	<ul style="list-style-type: none"> <li>• Responsible for the safe and effective use of equipment.</li> </ul>
<b>Mental and physical Effort</b>	<ul style="list-style-type: none"> <li>• Multi-tasks and works at a fast pace at times;</li> <li>• May work with multiple equipment on a daily basis;</li> <li>• Carries out assignments using a variety of equipment, hand and power tools;</li> <li>• Excellent physical condition with ability to handle physical demands and operate tools/equipment.</li> </ul>
<b>Working conditions</b>	<ul style="list-style-type: none"> <li>• Works with machinery daily;</li> <li>• Able to climb ladders, scaffolds and in general, not afraid of heights</li> <li>• Withstands frequent interruptions when working.</li> <li>• Overtime and or unusual hours are required to handle Public Works Emergencies and poor weather conditions.</li> </ul>
<b>Cultural competency</b>	<ul style="list-style-type: none"> <li>• Knowledge of the KZA local community.</li> <li>• Adhere to Policies and Procedures of KZA</li> <li>• Aware and adheres to Code of Ethics.</li> </ul>

<b>QUALIFICATIONS REQUIRED</b>	
<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>• Completion of a two or more year(s) apprenticeship program or</li> <li>• A combination of over four years of work experience and industry courses in heavy equipment repair;</li> <li>• Experience working with diesel engines.</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to operate a variety of maintenance equipment safely and efficiency;</li> <li>• Strong mechanical aptitude required;</li> <li>• Must have a solid understanding of mechanical principles;</li> <li>• Skilled in diagnosing and repairing mechanical systems;</li> <li>• Mechanical knowledge and problem-solving skills are essential</li> </ul>
<b>Conditions of employment</b>	<ul style="list-style-type: none"> <li>• Police Reference check is required for this position;</li> <li>• Valid Class 5 Drivers licence;</li> <li>• License class 1 or 3 to operate dump trucks as an asset;</li> </ul>

	<ul style="list-style-type: none"><li>• Ability/willingness to travel within the community and to work flexible hours;</li><li>• Must not possess any criminal convictions related to position;</li><li>• Legally able to work in Canada</li></ul>
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## **KITIGAN ZIBI ANISHINABEG**

P.O. Box 309, Maniwaki, QC J9E 3C9 Tel: (819) 449-5170 Fax: (819) 449-5673

### **JOB OPPORTUNITY 2<sup>nd</sup> Posting**

<b>POSITION:</b>	Consultation Coordinator
<b>LOCATION:</b>	Natural Resource Wildlife Office
<b>WORK SCHEDULE:</b>	35 hours a week.
<b>TERM:</b>	Indeterminate, (6-month probationary period)
<b>SALARY:</b>	Level 6 as per KZA salary scale as of April 1 <sup>st</sup> , 2024 (\$58,527.22– \$73,097.85)
<b>DEADLINE TO APPLY:</b>	<b>March 14th, 2025</b>

Under supervision Natural Resource and Wildlife Office and the Guardian program, the Consultation Coordinator will be responsible for all consultation files. The incumbent will communicate with proponents (Federal, Provincial, Municipal, Industry) on how KZA's rights will be impacted by various projects, provide and or seek out expertise to respond to all consultation files. The incumbent will also ensure that Chief and Council are provided with informed advice and ensure the vision and directives of Chief and Council are carried out; and is responsible for writing funding proposals related to consultation files and ensuring that the fiscal responsibilities and deliverable of projects are met; and build KZA's capacity to effectively respond to consultations through training and webinars.

If you are interested in applying for the position, please forward your:

- a) covering letter and current resume
- b) copies of diplomas/training
- c) copies of any designation or certification required
- d) any other documentation that will support that you meet the mandatory qualifications (see job description).
- e) contact information for 3 references

to the attention of **Myra Dumont, Human Resources Advisor**, at the Health Center(KZHSS), 8 Kikinamag Mikan, Maniwaki, Quebec, by **March 14th, 2025, at 11:00 a.m.**

Contact information:

Email: [Myra.Dumont@kza.qc.ca](mailto:Myra.Dumont@kza.qc.ca) or [hr.advisor@kza.qc.ca](mailto:hr.advisor@kza.qc.ca)  
Phone: 819-449-5593  
Fax: 819-449-7411

**Preference will be given to Kitigan Zibi Anishinabeg Band members in accordance with the Kitigan Zibi Anishinabeg's Preferential Hiring Policy.**

It is the responsibility of the applicant to ensure that all documents are submitted on time and confirm if their application is received. Your contact information must be current and accurate. References will be contacted. Band Council retains the right to choose the candidate who best fits the position, regarding all candidates who pass the interview.



**Kitigan Zibi Administration  
Consultation Coordinator  
JOB DESCRIPTION**

<b>GENERAL INFORMATION</b>	
<b>Job Title</b>	Consultation Coordinator
<b>Category</b>	Professional
<b>Sector</b>	Community Services
<b>Location</b>	NWRO
<b>Terms</b>	Indeterminate (six-month probation)
<b>Hours</b>	35 Hours Monday-Friday
<b>Immediate supervisor</b>	NWRO Manager
<b>Salary</b>	Level 6 (range based on experience)
<b>Date of job description</b>	January 2025
<b>JOB SUMMARY</b>	
<ul style="list-style-type: none"> <li>• Under supervision of Natural Resource and Wildlife Office and the Guardian program, the Consultation Coordinator will be responsible for all consultation files.</li> <li>• Communicate with proponents (Federal, Provincial, Municipal, Industry) on how KZA's rights will be impacted by various projects.</li> <li>• Provide and or seek out expertise to respond to all consultation files.</li> <li>• Ensure that Chief and Council are provided with informed advice and ensure the vision and directives of Chief and Council are carried-out;</li> <li>• Is responsible for writing funding proposals related to consultation files, and ensuring that the fiscal responsibilities and deliverable of projects are met;</li> <li>• Build KZA's capacity to effectively respond to consultations through training and webinars.</li> </ul>	

<b>RESPONSIBILITIES</b>	<b>KEY DUTIES</b>
Responsible Impact Assessment Consultation	<ul style="list-style-type: none"> <li>• Maintains current knowledge of emerging issues pertaining to activity on KZA territory;</li> <li>• Informs KZA Chief and Council concerning projects which trigger IA project and draft briefing notes of their possible impacts.</li> <li>• Works closely and collaboratively with the Natural Resource and Wildlife Office for environmental concerns;</li> <li>• Attends all meetings and correspondence;</li> <li>• Submit proposals for funding of capacity and consultation process.</li> <li>• Prepares reports associated with funding and/or contracts and submits for processing in a timely manner;</li> <li>• Maintains records of all operations and submits to Community Services Director;</li> <li>• Ensures that all project fulfil contribution agreement requirements, such as deliverable and fiscal/budgetary requirements. ensure deliverable are met and reporting is</li> </ul>
Responsible Provincial Environmental Assessment Consultation	
Responsible for Provincial and Federal Consultation	
Responsible for City/Municipal Consultation	

	complete.
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<b>ACCOUNTABILITY</b>	
	<ul style="list-style-type: none"> <li>• Accountable for the overall operations and budgets pertinent to consultation</li> <li>• Accountable for any special projects mandated by KZA Chief and Band Council.</li> </ul>

<b>WORKING RELATIONSHIPS</b>	
<b>Interpersonal Relationships</b>	<ul style="list-style-type: none"> <li>• Establishes and maintains positive working relationships with co-workers, clients, community members and partners.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Takes a leadership role in supervising teams of employees;</li> <li>• Ability to maintain confidentiality is required for this position.</li> </ul>
<b>Team work</b>	<ul style="list-style-type: none"> <li>• Ability to work and lead as a multiple team of workers</li> </ul>
<b>External communications</b>	<ul style="list-style-type: none"> <li>• Communicates effectively with employees and superiors</li> <li>• Liaises with federal/provincial counterparts.</li> </ul>
<b>Negotiations</b>	<ul style="list-style-type: none"> <li>• Negotiates contracts independently in the KZA best interest</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Undertakes personal training in safety and new technology;</li> <li>• Trains or arranges for employee training in personal safety and new technologies and equipment;</li> </ul>

<b>ENVIRONMENTAL FACTORS</b>	
<b>Deadlines</b>	<ul style="list-style-type: none"> <li>• Multi-tasks, monitors and respond to various internal and external deadlines</li> </ul>
<b>Mental and physical effort</b>	<ul style="list-style-type: none"> <li>• Works in stressful situations</li> <li>• Travel to various job sites</li> <li>• Travel to conferences and meetings</li> <li>• Works at a computer for long length of time</li> </ul>
<b>Working conditions</b>	<ul style="list-style-type: none"> <li>• Multi-tasking; various programs operating in the summer time;</li> <li>• Must meet special consultation deadlines.</li> </ul>
<b>Cultural competency</b>	<ul style="list-style-type: none"> <li>• Knowledge of KZA cultural and community awareness</li> </ul>

<b>QUALIFICATIONS REQUIRED</b>	
<b>Education and experience</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree; College diploma</li> <li>• Consultation experience;</li> <li>• Managing multiple projects ensuring budget and fiscal responsibilities are met.</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Budget and financial planning and presentation;</li> <li>• Drafting of proposal and project management;</li> <li>• Federal/provincial natural resource management;</li> <li>• Standard office computer literacy, such as Microsoft office suite, GIS and social media are required for this position</li> <li>• Oral reading and written communication skills in English and French are required for this position.</li> </ul>
<b>Conditions of employment</b>	<ul style="list-style-type: none"> <li>• Valid Driver's Licence is required for this position;</li> <li>• Medical Certificate of good health;</li> </ul>



	<ul style="list-style-type: none"><li>• Police Reference check;</li><li>• Must not possess any criminal convictions related to position.</li></ul>
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## **KITIGAN ZIBI ANISHINABEG**

P.O. Box 309, Maniwaki, QC J9E 3C9 Tel: (819) 449-5170 Fax: (819) 449-5673

### **JOB OPPORTUNITY – OPEN UNTIL FILLED**

February 26, 2025

<b>POSITION:</b>	Conservation Coordinator
<b>LOCATION:</b>	Natural Resource Wildlife Office
<b>WORK SCHEDULE:</b>	35 hours a week
<b>TERM:</b>	Indeterminate (six-month probation)
<b>SALARY:</b>	Level 7 (\$62,820.54 - \$78,525.68) Contract ending March 31 <sup>st</sup> , 2027
<b>DEADLINE TO APPLY:</b>	Position is open until filled

As part of the NRWO team, the Conservation Project Management Coordinator collaborates with key players and oversees the development of various community strategies, (eg. Communication, engagement, social marketing) to support long-term biodiversity and conservation goals. The Project Manager oversees the integration of community feedback into conservation planning, supervises staff that support project goals, collaborates with external partners/stakeholders and supports the development of various NRWO conservation plans/projects within the KZA traditional territory.

If you are interested in applying for the position, please forward your information the contact information below:

- Covering Letter and Current Resume
- copies of diplomas/training and/or copies of any designation or certification required that will support you meet the mandatory qualifications.
- Contact information for 3 references

**CONTACT SUBMISSION:** Myra Dumont, Human Resources Advisor at the (KZHSS) Health Center, 8 Kikinamage Mikan, Maniwaki, Quebec

Email: [Myra.Dumont@kza.qc.ca](mailto:Myra.Dumont@kza.qc.ca) or [hr.advisor@kza.qc.ca](mailto:hr.advisor@kza.qc.ca)  
Phone: 819-449-5593  
Fax: 819-449-7411

**It is the responsibility of the applicant to ensure that all documents are submitted on time and confirm if their application is received. Your contact information must be current and accurate. References will be contacted. Band Council retains the right to choose the candidate who best fits the position, regarding all candidates who pass the interview.**



**KITIGAN ZIBI ANISHINABEG**

**CONSERVATION PROJECT MANAGEMENT  
COORDINATOR**

**Job Description**

<b>GENERAL INFORMATION</b>	
<b>Job Title :</b>	Conservation Project Management Coordinator
<b>Category :</b>	Professional
<b>Sector :</b>	Kitigan Zibi Anishinabeg – Community Services
<b>Location :</b>	Natural Resource and Wildlife Office 3 Kikinamage Mikan
<b>Terms :</b>	Full Time - Two (2) year contract possibility of extension Ending March 31, 2027
<b>Hours :</b>	35 hours per week
<b>Salary :</b>	Level 7 (range to be determined)
<b>Immediate Supervisor :</b>	Natural Resource and Wildlife Office Manager
<b>Date of Job Description :</b>	February 2025

<b>CLIENT SERVICE RESULTS</b>
<ul style="list-style-type: none"><li>▪ As part of the NRW team, the Conservation Project Management Coordinator collaborates with key players and oversees the development of various community strategies, (eg. Communication, engagement, social marketing) to support long-term biodiversity and conservation goals.</li> <li>▪ The Project Manager oversees the integration of community feedback into conservation planning, supervises staff that support project goals, collaborates with external partners/stakeholders and supports the development of various NRW conservation plans/projects within the KZA traditional territory.</li></ul>

### KEY DUTIES

Under the direction of the NRW Manager and in collaboration with the NRW team, specialized consultants/firms, the Conservation Project Manager Coordinator:

- **Coordinates and oversees the development of strategic plans**, including a communication plan, and engagement plan designed to mobilize, engage, and consult with community members and external stakeholders, partners and organizations regarding conservation and wildlife concerns.
- **Coordinates in-person/virtual meetings**, community workshops, and online surveys to gather input and feedback from diverse groups, including community, the general public, and key conservation and development stakeholders (e.g. forestry, tourism, mining, etc.).
- **Oversees the development of Request for Proposals (RFP's)**, awarding of contracts, and ensuring quality of required project deliverables (e.g. project website, promotional/educational videos, social media accounts, online surveys) to support various project goals and objectives.
- **Facilitates the gathering and integration of existing information from various partners**, including internal community resources (e.g. Guardians, Advisory committees) government bodies, non-profit organizations, academia, and indigenous knowledge; develops and implements data-sharing agreements with various partners, accounting for copyright protections, confidentiality agreements, and adheres to the OCAP principles (Ownership, Control, Access, and Possession).
- **Summarizes and documents feedback from engagement activities** that informs the conservation roadmap document; gathers data on priority conservation areas, identifies targets/goals, and provides recommendations on conservation hotspots; drafts a final portrait of the conservation landscape, incorporating baseline assessments and prioritization outcomes.

### KNOWLEDGE AND SKILLS

- **Technical Knowledge** and expertise of biodiversity principles and conservation planning (e.g. ecosystems, species conservation and protection of endangered species); knowledge of field study methodologies and techniques for gathering data on species, habitats, and conservation indicators.
- **Cultural knowledge** and competence of Kitigan Zibi Anishinabeg values, priorities, relationship with the land and wildlife, and traditional knowledge that highlights the importance of maintaining ecological balance.
- **Knowledge of Information Sharing Protocols** with an understanding of information management systems and the development of knowledge sharing protocols that respect cultural and confidentiality concerns.
- **Advanced project planning and administrative skills** to manage complex projects with multiple deliverables, including developing timelines, overseeing an RFP process, managing budgets, and coordinating and delegating of tasks between various teams, stakeholders and specialized consultants/firms.

- **Ability to prepare comprehensive reports and summaries**, including the creation of feedback documents and final conservation portraits, and reporting to funding agencies.

<b>CONTACTS</b>	
	<ul style="list-style-type: none"> <li>▪ NRW Team</li> <li>▪ Guardians coordinator</li> <li>▪ Advisory committees – overseeing their role</li> <li>▪ KZA Departments</li> <li>▪ MRCs - Networking and maintaining relationships</li> <li>▪ Specialized Consultants/Firms hired to support various projects</li> </ul>

<b>MANAGERIAL/SUPERVISORY</b>	
<b>Human Resources:</b>	<ul style="list-style-type: none"> <li>▪ Communication and Engagement Coordinator</li> <li>▪ GIS and Data Mapping Technician</li> </ul>
<b>Financial Resources:</b>	<ul style="list-style-type: none"> <li>▪ Not applicable in this position.</li> </ul>
<b>Material Resources:</b>	<ul style="list-style-type: none"> <li>▪ Not applicable in this position.</li> </ul>

<b>ENVIRONMENTAL FACTORS</b>	
<b>Psychological and Physical Effort:</b>	<ul style="list-style-type: none"> <li>▪ Manages medium level stress and multi-tasks daily;</li> <li>▪ Required to respond to multiple and concurrent demands and conflicting priorities.</li> </ul>
<b>Working Conditions:</b>	<ul style="list-style-type: none"> <li>▪ Works in an office setting or remotely with a hybrid work schedule.</li> <li>▪ May be required to attend occasional community activities/events for community engagement.</li> <li>▪ Required on-site for field studies and conservation areas.</li> <li>▪ Required to attend professional workshops, staff meetings, workplace safety training within KZA and may be required to travel outside of the community.</li> </ul>

<b>INCUMBENT QUALIFICATIONS</b>	
<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>▪ Bachelor's or Master's degree in Environmental Science, Conservation Biology, Natural Resource Management, or a related field.</li> <li>▪ Fields related to Project Management and Administration, or Communications, considered an asset.</li> <li>▪ Minimum of 3 years of experience in project management, community engagement, or conservation planning, preferably with a focus on biodiversity. Networking with regional organizations.</li> </ul>

INCUMBENT COMPETENCIES	
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>▪ Knowledge of indigenous cultures and protocols, with experience working in Indigenous communities preferred.</li> </ul>
<b>Abilities:</b>	<ul style="list-style-type: none"> <li>▪ Strong <b>organizational and project management skills</b>, with experience in managing complex projects involving multiple stakeholders.</li> <li>▪ Excellent <b>written and verbal communication skills</b>, including the ability to present complex information in an accessible manner.</li> <li>▪ Excellent <b>leadership skills</b> to supervise teams and monitor deliverables.</li> <li>▪ <b>Communication skills</b> with diverse stakeholders to drive successful conservation outcomes.</li> <li>▪ Strong <b>analytical skills</b> to assess complex information, evaluate conservation priorities, and make informed decisions based on diverse data sources.</li> </ul>
<b>Personal Suitability:</b>	<ul style="list-style-type: none"> <li>▪ Ability to establish and maintain effective working relations with multiple stakeholders.</li> <li>▪ Ability to maintain healthy professionalism and respect for staff, colleagues, and community members.</li> </ul>
<b>Certification/Licenses to maintain for duration of employment:</b>	<ul style="list-style-type: none"> <li>▪ Valid driver's license for the duration of employment; An employee must have three years driving experience and the age of 21 in order to be an insured driver with a KZA band vehicle.</li> <li>▪ Criminal record verification will be required if considered for the position.</li> <li>▪ Must provide medical certificate of good health if considered for the position;</li> <li>▪ Valid First Aid and CPR Training Certification or ability to undergo training within 3 months of being hired;</li> <li>▪ Must follow all safety precautions and protocols.</li> </ul>
<b>Languages:</b>	<ul style="list-style-type: none"> <li>▪ English and French verbal and written communication skills is mandatory.</li> <li>▪ Ability to communicate in Algonquin is an asset.</li> </ul>

**EMPLOYEE/SUPERVISOR SIGNATURES**

I CERTIFY THAT I HAVE READ, UNDERSTOOD AND ACCEPT THE  
RESPONSIBILITIES ASSIGNED TO THIS POSITION.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

I certify that this job description is an accurate description of the responsibilities assigned to this position. I approve the delegation of responsibilities outlined herein, within the context of the attached organizational chart.

\_\_\_\_\_  
SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE

*The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position. Additional related duties and responsibilities may be assigned if deemed necessary.*



## **JOB OPPORTUNITY-1<sup>st</sup> Posting**

February 27, 2025

**POSITION:** Deputy Director of Police  
**LOCATION:** Kitigan Zibi Police Service  
**WORK SCHEDULE:** 35 hours per work week  
**TERM:** Indeterminate. 6-month probationary period  
**SALARY:** In accordance with the KZA Human Resource Policy  
**DATE:** February 27, 2025  
**DUE DATE:** **March 14, 2025, at 11:00 a.m. (EST)**

### **Summary:**

Under the supervision of the Director of Police, The Deputy Chief of Police will be expected to help the Director and supervise the activities of the patrol officers of the Kitigan Zibi Police. Please see the job description for the wide range of responsibilities.

### **Testing Requirements:**

1. Criminal background and security check
2. Physical fitness testing
3. Psychological testing
4. Polygraph

### **Preamble:**

If you are interested in applying for this position and can demonstrate that you meet the basic requirements, please present your: **updated resume, proof of education/training** and **copy of your driver's license** to the attention of **Myra Dumont** at Kitigan Zibi Health and Social Services (KZHSS) by **March 14, 2025, at 11:00 a.m. (EST)**.

\*If you have any specific questions regarding the position and its duties, you can reach out to the Chief of Police, Paul McDougall, 819-449-6078.

### **Contact information for submission of applications:**

**Myra Dumont** Human Resources Advisor, KZHSS  
**Address:** 8 Kikinamage Mikan, Maniwaki, Quebec J9E 3B4  
**E-mail:** [myra.dumont@kza.qc.ca](mailto:myra.dumont@kza.qc.ca) or [hr.advisor@kza.qc.ca](mailto:hr.advisor@kza.qc.ca)  
**Phone:** 819-449-5593 ext. 2015  
**Fax:** 819-449-7411





## KITIGAN ZIBI POLICE SECTOR

### Deputy Director of Police Job Description

#### GENERAL INFORMATION

**Job Title :** Deputy Director of Police  
**Category :** Professional  
**Sector :** Kitigan Zibi Police Sector  
**Location :** 8 Nibi Mikan, Maniwaki, Quebec  
**Terms :** Indeterminate  
**Hours :** 35 hours per week  
**Salary :** in accordance with the KZA Salary scale  
**Immediate Supervisor :** Director of Police  
**Date of Job Description:** February 2025

#### ACCOUNTABILITY

The Deputy Director of Police serves as a key leader within the Kitigan Zibi Police Department, assisting the Director of Police in the overall management of department operations and strategic initiatives. This role involves direct oversight of patrol activities, personnel management, community engagement, and the implementation of departmental policies and procedures to ensure effective law enforcement services.

#### CLIENT SERVICE RESULTS

The Deputy Director of Police maintains a good relationship with all sectors within the community and stakeholders from both within the community and outside of the community.

#### KEY DUTIES

##### Functional Responsibilities:

- Plan, Lead, supervise and control the full range of programs and policing activities approved by appropriate authorities which are reflected in the vision of the Kitigan Zibi Police Service.
- Oversee field operations.
- Act as a replacement in the absence of the Police Director as required.
- Willing to be on-call in case of emergencies.
- Review and analyze department reports, data, and trends to inform decision-making and policy development.
- Manage resources effectively, including budget oversight, to ensure operational efficiency and effectiveness.
- Respond to critical incidents and emergencies, providing leadership and direction to staff on-site.
- Assist the Chief of Police in the development and execution of departmental goals, policies, and objectives.

##### Strategic Responsibilities:

- Develop, implement and follow up on short and long-term plans, programs and services aligned with the annual planning.
- Assess the results in relation to established goals and implement, and if needed, the appropriate corrective measures.

**Financial Responsibilities:**

- Oversee the management of the use of resources and their respective expenditures (e.g. overtime and travelling expenses) for the operations.

**Human Resources Responsibilities:**

- Collaborate with the police director and the Human Resources department to ensure compliance with Human Resources policies such as recruitment, health safety, performance management and administrative disciplinary measures, or other related policies.
- Assist the Chief of Police in the development and execution of departmental goals, policies, and objectives.
- Oversee day-to-day operations of assigned divisions, ensuring compliance with laws, regulations, and departmental standards.
- Supervise and evaluate personnel, providing guidance, training, and performance assessments.
- Directly supervise and lead direct reports and ensure effective supervision of others within the team.
- In conjunction with the Director, assist with development of team and individual objectives and ensure that performance is aligned.
- Oversee the functioning of operational working units and addresses issues related to working teams to ensure quality of service delivery, by applying corrective measures in collaboration with the Human Resources department as required.
- Oversee the needs assessment for ongoing training of staff to ensure the effectiveness and efficiency of policing services rendered to the community.
- Manage, supervise and perform periodic assessments on the patrol officers.
- Produce schedules to ensure that sufficient staffing levels are always maintained, to effectively manage operations.
- Promote ongoing, effective and open communication with employees and keep staff members informed of decisions that impact them and/or their department.
- Promote a culture of integrity, accountability, and transparency within the department.

**Liaison Responsibilities:**

- Interface with regional and local stakeholders to develop policing programs and activities addressing the communities' needs.
- Take action to obtain the assistance of other appropriate agencies on occasions when circumstances dictate the need for such action.
- Represent the department at community meetings, public events, and law enforcement conferences.
- Collaborate with community stakeholders to build relationships and enhance public safety initiatives.

**KNOWLEDGE AND SKILLS**

- Good knowledge of the Police Act, the Criminal Code, and Quebec Police Practice Manual.
- Strong leadership, management and supervisory skills.
- Strong communication and interpersonal skills.
- Problem-solving and decision-making under stressful conditions or when clear and well-defined courses of action are not always readily apparent.
- Ability to communicate with people who are not always specialized in the same field.
- Ability to demonstrate attention to detail, rigor, good judgment and sense of organization.
- High level of professionalism and autonomy.
- High degree of availability.

CONTACTS	
<ul style="list-style-type: none"> <li>• Work with local and regional stakeholders.</li> <li>• Keep the Service Director abreast of any issues/concerns.</li> <li>• Reports any building hazards or safety issues to the Service Director.</li> </ul>	

ENVIRONMENTAL FACTORS	
<b>Psychological and Physical Effort:</b>	<ul style="list-style-type: none"> <li>• Requires good physical condition</li> <li>• Requires sound critical thinking ability.</li> </ul>
<b>Working Conditions:</b>	<ul style="list-style-type: none"> <li>• Typical office setting where there are no unusual physical demands.</li> <li>• Willingness to undergo a background check.</li> <li>• Willingness to travel occasionally.</li> <li>• Have no criminal record.</li> <li>• Hold the appropriate driver's license class 4A.</li> </ul>

INCUMBENT QUALIFICATIONS	
<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>• College diploma (<i>Diplôme d'études collégiales</i>) in police techniques; or College Studies Attestation (<i>attestation d'études collégiales</i>) in police techniques.</li> <li>• Completion of a regular basic training program <i>patrouille/gendarmerie</i> at the <i>École nationale du police du Québec</i> or meet the standards of equivalence established by by-law of the <i>École nationale de police du Québec</i>.</li> <li>• To be confirmed in his/her position, the candidate will have to successfully complete a Police management course at the <i>École nationale de Police du Québec</i> or</li> </ul>

	<p>its equivalent.</p> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Be a Canadian citizen;</li> <li>• At least ten (10) years of full-time policing experience.</li> </ul>
<b>INCUMBENT COMPETENCIES</b>	
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>▪ Knowledge and awareness of the KZA culture and community.</li> </ul>
<b>Abilities:</b>	<ul style="list-style-type: none"> <li>• Able to work fluently in english and in french;</li> <li>• Able to work independently;</li> <li>• Willingness to receive updated training.</li> </ul>
<b>Personal Suitability:</b>	<ul style="list-style-type: none"> <li>• Honest and trustworthy;</li> <li>• Confidentiality is utmost importance;</li> <li>• Respectful;</li> <li>• Reliable;</li> <li>• Possess stress management and time management skills.</li> </ul>
<b>Certification/Licenses to maintain for duration of employment:</b>	<ul style="list-style-type: none"> <li>• Valid driver’s license for the duration of employment;</li> <li>• An employee must have three years driving experience and the age of 21 to be an insured driver with a KZA band vehicle. Ability to maintain licence through employment;</li> <li>• Must possess a Valid firearms licence or being willing to be trained to acquire one;</li> <li>• Criminal record verification will be required if considered for the position on a yearly basis. The incumbent must not possess any criminal record(s);</li> <li>• A Security background check will be completed on the chosen candidate, before he/or she starts work.</li> <li>• Must provide medical certificate of good health if considered for the position;</li> <li>• Valid First Aid and CPR Training Certification or ability to undergo training within 3 months of being hired.</li> </ul>

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date



**\*\*\*NOTICE\*\*\***

TO: **ALL KZA Auxiliary SOPFEU Firefighters**

ANOTHER FIREFIGHTING SEASON IS UPON US!

All new and returning auxiliary firefighters will be requested to provide a MANDATORY SOPFEU medical certificate, in order to work for SOPFEU. Those who are returning, SOPFEU medical forms can be picked up at the Forestry Office, for your doctor to fill out confirming you are in good physical health and able to carry out firefighter duties. **It is best that you start now to call your Doctor's office for an appointment to obtain the medical Certificate.** If you are charged a fee for this service, it will be re-imbursed to you, with an original receipt.

**AUXILIARY FIREFIGHTERS WHO DO NOT HAVE A MEDICAL  
CERTIFICATE WILL NOT BE ELIGIBLE TO PARTICIPATE IN THIS  
YEAR'S SOPFEU PROJECT.**





## \*\*\*NOTICE\*\*\*

### TO: ALL Previously Trained SOPFEU FIREFIGHTERS

It's that time of year again to start the refresher course for this firefighting season! The 8 hour and 16 hour Refresher courses for firefighters who have previously received the 32 hour training within the last two years, will take place during the week of April (dates to be confirmed) 2025.

Therefore, all interested firefighters who have previously followed the 32 hour training course, and wish to take the refresher training, please contact Erik Higgins or Amy Morin at the Forestry office, at 819-449-5170, in order to put your name on the SOPFEU list.

Please note that a mandatory medical certificate, on SOPFEU medical forms, is required before commencing work with SOPFEU.

Once you confirm you will be taking the refresher course, a SOPFEU medical form package will be provided to you, or can be picked up at the FORESTRY OFFICE. It is best that you start now to obtain the medical Certificate, by calling your Doctor's office for an appointment. All medical certificates must be received by **May 1, 2025.**





## **JOB OPPORTUNITY – 3<sup>rd</sup> Posting**

March 6, 2025

**POSITION:** Elementary Teacher (2 positions)  
**LOCATION:** Kitigan Zibi Kikinamadinan (KZ School)  
**WORK SCHEDULE:** 35 hours a week. Monday to Friday  
**TERM:** Indeterminate. Full time - Anticipated start date is August 2025.  
**SALARY:** **\$51,461.00 to \$100,246.00**  
Salary to be based on experience according to the Quebec English School Salary Scale  
**DUE DATE:** March 19, 2025, at 11: 00 a.m.

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Under the supervision of the School Principal, the Teacher is responsible to deliver quality elementary school curriculum to students according to the approved Education Sector programs. Work includes the evaluation of students, the fostering of a learning environment, classroom management and the development of individualized education plans (IEPs).

### **PREAMBLE**

If you are interested in applying for this position and can demonstrate that you meet the mandatory basic requirements, please forward your: cover letter, updated resume, copy of your degrees and/or diplomas/certificates, three (3) work references and any documentation that will support you meet the mandatory qualifications. A police reference check will be required if considered for the position.

Please provide your job application package to the attention of **Myra Dumont, Human Resources Advisor**, at the Health Center by **Wednesday, March 19, 2025, at 11:00 am (EST)**.

### **Contact information:**

Email: [Myra.Dumont@kza.qc.ca](mailto:Myra.Dumont@kza.qc.ca) or [hr.advisor@kza.qc.ca](mailto:hr.advisor@kza.qc.ca)  
Phone: **819-449-5593**  
Location: **KZ Health Centre** (8 Kikinamage Mikan, Maniwaki, QC J9E 3B1)

Only persons meeting the mandatory requirements will be considered for an interview. Failure to provide all the necessary documentation before the deadline will be considered an incomplete application. Preference will be given to Kitigan Zibi Anishinabeg Band members in accordance with the Kitigan Zibi Anishinabeg's Preferential Hiring Policy. Applicants must possess the basic requirements at the time of the deadline. Band Council reserves that right to recruit the most suitable and competent employee(s) who can best serve the interests of KZA as well as provide quality services to its members regarding the candidates who pass the interview process.



## KITIGAN ZIBI EDUCATION

### Elementary Teacher Job Description

#### GENERAL INFORMATION

**Job Title :** Elementary Teacher

**Category :** Teacher

**Sector :** Kitigan Zibi Education Sector

**Location :** Kitigan Zibi Kikinamadinan  
41 Kikinamage Mikan, Maniwaki, Quebec

**Terms :** Indeterminate position (Standard Probationary period)

**Hours :** 35 hours per week. Monday to Friday

**Salary :** Salary to be based on experience according to the Quebec English School Salary Scale

**Immediate Supervisor :** KZ School Principal

**Date of Job Description :** January 2025

#### KZ KIKINAMADINAN MISSION STATEMENT

Kitigan Zibi and Pakinawatik School's mission in cooperation with the Kitigan Zibi community is to create challenging opportunities to educate students in an atmosphere of mutual trust and respect. It is our common mission to inspire students to achieve personal growth and cultural pride, to value life long learning, and to become responsible contributing citizens of their community, the Algonquin Nation and society at large

#### STUDENT LEARNING OUTCOMES

It is Kitigan Zibi and Pakinawatik School's goal to give hope and encouragement to each student to reach his/her full potential academically, emotionally, socially, physically, and spiritually. Kitigan Zibi and Pakinawatik School encourages each student to become a life long learner.

#### KEY DUTIES

- Responsible to ensure the delivery of quality instructional services
- Grading and conducting student assessments
- Curriculum delivery
- Lesson and unit planning
- Manage discipline in accordance to the school's procedures
- Encourage good practice with regard to punctuality, behaviour, standards of schoolwork and homework.
- Planning, Teaching and Class Management
- Monitoring, Assessment, Recording and Reporting student progress in accordance to targeted learning
- Development of Individualized Education Plans (IEPS) to address student learning needs
- Contribute to extracurricular school activities



<ul style="list-style-type: none"> <li>▪ Co-operate with other staff to ensure sharing and the effective use of resources</li> <li>▪ Participates in weekly or bi-weekly staff meetings</li> <li>▪ Plan, organize and deliver online learning via the Google Classroom platform when required</li> </ul>
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<b>ESSENTIAL TEACHING SKILLS</b>
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<ul style="list-style-type: none"> <li>• Classroom Management;</li> <li>• Excellent English communication skills both written and oral;</li> <li>• Ability to lead and role model for students;</li> <li>• Ability to set objectives, determine goals and focus on the common goals of student learning;</li> <li>• Time Management;</li> <li>• Ability to prepare lesson plans and units appropriate to the level of students.</li> </ul>
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<b>ACCOUNTABLE</b>
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<ul style="list-style-type: none"> <li>• Accountable to provide quality education within the framework of the KZ education system;</li> <li>• Accountable to ensure students are given the opportunities to achieve their highest potential;</li> <li>• Accountable to ensure that the mission and vision of the school and education system is followed;</li> <li>• Accountable to abide by: the Teacher Code of Ethics, Oath of Confidentiality, General Education Policies and Guidelines and Human Resources Policy.</li> </ul>
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<b>MANAGERIAL/SUPERVISORY</b>
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<b>Human Resources:</b>	Will be responsible to provide guidance to classroom assistants or support staff assigned to classroom if applicable.
<b>Material Resources:</b>	Oversees and maintains management of classroom materials and textbooks; Ensures adequate materials and equipment are available to deliver program.

<b>ENVIRONMENTAL FACTORS</b>
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<b>Psychological and Physical Effort:</b>	<ul style="list-style-type: none"> <li>▪ Required to meet concurrent demands and deadlines;</li> <li>▪ May be required to deal with difficult situations;</li> <li>▪ Required to keep all student information highly confidential and may become aware of highly sensitive information regarding students;</li> <li>▪ Must be able to work in the English Language</li> </ul>
<b>Working Conditions:</b>	<ul style="list-style-type: none"> <li>▪ The incumbent is required to stay on-site for the lunch period during assigned supervision days;</li> <li>▪ Outdoors during supervision.</li> </ul>

<b>INCUMBENT QUALIFICATIONS</b>
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<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>• Currently in a Bachelor's Degree in Education program. Completion of degree preferred.</li> </ul> <p style="text-align: center;"><b>or</b></p>
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	<ul style="list-style-type: none"> <li>• Bachelor or Masters Degree (B.A./M.A.) from a recognized University with one or more teachable subjects.</li> <li>or</li> <li>• Currently in an Indigenous Teacher Education program (ITEP). Completion of degree preferred.</li> </ul>
<b>INCUMBENT COMPETENCIES</b>	
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>▪ Knowledge and awareness and the KZA culture and community;</li> <li>▪ Knowledge of the Quebec Curriculum;</li> <li>▪ Classroom management;</li> <li>▪ Ability to prepare lesson plans and have a working knowledge of teachers' professional duties and legal liabilities;</li> <li>▪ Knowledge of school policies and procedures;</li> <li>▪ Knowledge of subject(s) or specialization(s) to enable effective teaching.</li> </ul>
<b>Abilities:</b>	<ul style="list-style-type: none"> <li>▪ To model good personal and professional conduct;</li> <li>▪ Concentration through periods of frequent interruptions;</li> <li>▪ Good time management;</li> <li>▪ Strong communication and ability to converse with parents, colleagues and students in a professional manner;</li> <li>▪ Problem-solving skills;</li> <li>▪ Planning, organization and multi-tasking skills;</li> <li>▪ Team-player who works in a coordinated effort.</li> </ul>
<b>Personal Suitability:</b>	<ul style="list-style-type: none"> <li>▪ Discretion and diplomacy;</li> <li>▪ Reliable;</li> <li>▪ Mental calibre to withstand challenging or emotionally charged situations;</li> <li>▪ Ability to maintain healthy professionalism and respect for staff, colleagues and students;</li> <li>▪ Ability to establish and maintain effective working relations with colleagues.</li> </ul>
<b>Certification/Licenses to maintain for duration of employment:</b>	<ul style="list-style-type: none"> <li>▪ Acquire an Enhanced criminal verification for vulnerable populations. Incumbent must not possess any criminal record (s) related to working in the profession;</li> <li>▪ Must undertake the responsibility of maintaining professional development as required;</li> <li>▪ Legally able to work in Canada.</li> </ul>
<b>Assets:</b>	<ul style="list-style-type: none"> <li>▪ Knowledge of Kitigan Zibi Algonquin Language and Cultural Values.</li> </ul>



## **JOB OPPORTUNITY – 3<sup>rd</sup> Posting**

**March 6, 2025**

POSITION:	<b>Elementary French Teacher</b> (1 position)
LOCATION:	Kitigan Zibi Kikinamadinan. (KZ School)
WORK SCHEDULE:	35 hours a week. Monday to Friday
TERM:	Indeterminate. Full time. Anticipated start date is August 2025.
SALARY:	<b>\$51,461.00 to \$100,246.00</b> Salary to be based on experience according to the Quebec English School Salary Scale.
DEADLINE:	March 19, 2025, at 11:00 A.M

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Under the supervision of the School Principal, the Teacher is responsible to deliver quality elementary school curriculum to students according to the approved Education Sector programs. Work includes the evaluation of students, the fostering of a learning environment, classroom management and the development of individualized education plans (IEPs).

### **PREAMBLE:**

If you are interested in applying for this position and can demonstrate that you meet the mandatory basic requirements, please forward your: cover letter, updated resume, copy of your degrees and/or diplomas/certificates, three (3) work references and any documentation that will support you meet the mandatory qualifications. A police reference check will be required if considered for the position.

Please provide your job application package to the attention of **Myra Dumont, Human Resources Advisor**, at the Health Center by **Wednesday March 19, 2025, at 11:00 am (EST)**.

### **Contact information:**

Email: [Myra.Dumont@kza.qc.ca](mailto:Myra.Dumont@kza.qc.ca) or [hr.advisor@kza.qc.ca](mailto:hr.advisor@kza.qc.ca)

Phone: **819-449-5593** FAX: **819-449-7411**

Location: **KZHSS (Health Center - 8 Kikinamage Mikan, Maniwaki, QC J9E 3B4)**

Only persons meeting the mandatory requirements will be considered for an interview. Failure to provide all the necessary documentation before the deadline will be considered an incomplete application. Preference will be given to Kitigan Zibi Anishinabeg Band members in accordance with the Kitigan Zibi Anishinabeg's Preferential Hiring Policy. Applicants must possess the basic requirements at the time of the deadline. Band Council reserves that right to recruit the most suitable and competent employee(s) who can best serve the interests of KZA as well as provide quality services to its members regarding the candidates who pass the interview process.



## KITIGAN ZIBI EDUCATION

### Elementary Teacher

#### Job Description

#### GENERAL INFORMATION

**Job Title :** Elementary Teacher

**Category :** Teacher

**Sector :** Kitigan Zibi Education Sector

**Location :** Kitigan Zibi Kikinamadinan  
41 Kikinamage Mikan, Maniwaki, Quebec

**Terms :** Indeterminate position (Standard Probationary period)

**Hours :** 35 hours per week. Monday to Friday

**Salary :** Salary to be based on experience according to the Quebec English School Salary Scale

**Immediate Supervisor :** KZ School Principal

**Date of Job Description :** January 2025

#### KZ KIKINAMADINAN MISSION STATEMENT

Kitigan Zibi and Pakinawatik School's mission in cooperation with the Kitigan Zibi community is to create challenging opportunities to educate students in an atmosphere of mutual trust and respect. It is our common mission to inspire students to achieve personal growth and cultural pride, to value life long learning, and to become responsible contributing citizens of their community, the Algonquin Nation and society at large

#### STUDENT LEARNING OUTCOMES

It is Kitigan Zibi and Pakinawatik School's goal to give hope and encouragement to each student to reach his/her full potential academically, emotionally, socially, physically, and spiritually. Kitigan Zibi and Pakinawatik School encourages each student to become a life long learner.

#### KEY DUTIES

- Responsible to ensure the delivery of quality instructional services
- Grading and conducting student assessments
- Curriculum delivery
- Lesson and unit planning
- Manage discipline in accordance to the school's procedures
- Encourage good practice with regard to punctuality, behaviour, standards of schoolwork and homework.
- Planning, Teaching and Class Management
- Monitoring, Assessment, Recording and Reporting student progress in accordance to targeted learning
- Development of Individualized Education Plans (IEPS) to address student learning needs
- Contribute to extracurricular school activities

<ul style="list-style-type: none"> <li>▪ Co-operate with other staff to ensure sharing and the effective use of resources</li> <li>▪ Participates in weekly or bi-weekly staff meetings</li> <li>▪ Plan, organize and deliver online learning via the Google Classroom platform when required</li> </ul>
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<b>ESSENTIAL TEACHING SKILLS</b>
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<ul style="list-style-type: none"> <li>• Classroom Management;</li> <li>• Excellent English communication skills both written and oral;</li> <li>• Ability to lead and role model for students;</li> <li>• Ability to set objectives, determine goals and focus on the common goals of student learning;</li> <li>• Time Management;</li> <li>• Ability to prepare lesson plans and units appropriate to the level of students.</li> </ul>
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<b>ACCOUNTABLE</b>
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<ul style="list-style-type: none"> <li>• Accountable to provide quality education within the framework of the KZ education system;</li> <li>• Accountable to ensure students are given the opportunities to achieve their highest potential;</li> <li>• Accountable to ensure that the mission and vision of the school and education system is followed;</li> <li>• Accountable to abide by: the Teacher Code of Ethics, Oath of Confidentiality, General Education Policies and Guidelines and Human Resources Policy.</li> </ul>
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<b>MANAGERIAL/SUPERVISORY</b>
-------------------------------

<b>Human Resources:</b>	Will be responsible to provide guidance to classroom assistants or support staff assigned to classroom if applicable.
<b>Material Resources:</b>	Oversees and maintains management of classroom materials and textbooks; Ensures adequate materials and equipment are available to deliver program.

<b>ENVIRONMENTAL FACTORS</b>
------------------------------

<b>Psychological and Physical Effort:</b>	<ul style="list-style-type: none"> <li>▪ Required to meet concurrent demands and deadlines;</li> <li>▪ May be required to deal with difficult situations;</li> <li>▪ Required to keep all student information highly confidential and may become aware of highly sensitive information regarding students;</li> <li>▪ Must be able to work in the English Language</li> </ul>
<b>Working Conditions:</b>	<ul style="list-style-type: none"> <li>▪ The incumbent is required to stay on-site for the lunch period during assigned supervision days;</li> <li>▪ Outdoors during supervision.</li> </ul>

<b>INCUMBENT QUALIFICATIONS</b>
---------------------------------

<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>• Currently in a Bachelor's Degree in Education program. Completion of degree preferred.</li> </ul> <p style="text-align: center;"><b>or</b></p>
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	<ul style="list-style-type: none"> <li>• Bachelor or Masters Degree (B.A./M.A.) from a recognized University with one or more teachable subjects.</li> <li>or</li> <li>• Currently in an Indigenous Teacher Education program (ITEP). Completion of degree preferred.</li> </ul>
<b>INCUMBENT COMPETENCIES</b>	
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>▪ Knowledge and awareness and the KZA culture and community;</li> <li>▪ Knowledge of the Quebec Curriculum;</li> <li>▪ Classroom management;</li> <li>▪ Ability to prepare lesson plans and have a working knowledge of teachers' professional duties and legal liabilities;</li> <li>▪ Knowledge of school policies and procedures;</li> <li>▪ Knowledge of subject(s) or specialization(s) to enable effective teaching.</li> </ul>
<b>Abilities:</b>	<ul style="list-style-type: none"> <li>▪ To model good personal and professional conduct;</li> <li>▪ Concentration through periods of frequent interruptions;</li> <li>▪ Good time management;</li> <li>▪ Strong communication and ability to converse with parents, colleagues and students in a professional manner;</li> <li>▪ Problem-solving skills;</li> <li>▪ Planning, organization and multi-tasking skills;</li> <li>▪ Team-player who works in a coordinated effort.</li> </ul>
<b>Personal Suitability:</b>	<ul style="list-style-type: none"> <li>▪ Discretion and diplomacy;</li> <li>▪ Reliable;</li> <li>▪ Mental calibre to withstand challenging or emotionally charged situations;</li> <li>▪ Ability to maintain healthy professionalism and respect for staff, colleagues and students;</li> <li>▪ Ability to establish and maintain effective working relations with colleagues.</li> </ul>
<b>Certification/Licenses to maintain for duration of employment:</b>	<ul style="list-style-type: none"> <li>▪ Acquire an Enhanced criminal verification for vulnerable populations. Incumbent must not possess any criminal record (s) related to working in the profession;</li> <li>▪ Must undertake the responsibility of maintaining professional development as required;</li> <li>▪ Legally able to work in Canada.</li> </ul>
<b>Assets:</b>	<ul style="list-style-type: none"> <li>▪ Knowledge of Kitigan Zibi Algonquin Language and Cultural Values.</li> </ul>



## **JOB OPPORTUNITY – 3<sup>rd</sup> Posting**

March 6, 2025

POSITION:	<b>High School Teacher</b> (3 positions)
LOCATION:	Kitigan Zibi Kikinamadinan (KZ School)
WORK SCHEDULE:	35 hours a week. Monday to Friday
TERM:	Indeterminate. Full time - Anticipated start date is August 2025.
SALARY:	<b>\$51,461.00 to \$100,246.00</b> Salary to be based on experience according to the Quebec English School Salary Scale.
DUE DATE:	March 19, 2025, 11:00 a.m.

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Under the supervision of the School Principal, the Teacher is responsible to deliver quality high school curriculum to students according to the Approved Education Sector programs. Work includes the evaluation of students, the fostering of a learning environment, classroom management and the development of individualized education plans (IEPs).

### **PREAMBLE:**

If you are interested in applying for this position and can demonstrate that you meet the mandatory basic requirements, please forward your: cover letter, updated resume, copy of your degrees and/or diplomas/certificates, three (3) work references and any documentation that will support you meet the mandatory qualifications. A police reference check will be required if considered for the position.

Please provide your job application package to the attention of **Myra Dumont, Human Resources Officer**, at the Health Center by **Wednesday March 19, 2025, at 11:00 am (EST)**.

### **Contact information:**

Email: [Myra.Dumont@kza.qc.ca](mailto:Myra.Dumont@kza.qc.ca) or [hr.advisor@kza.qc.ca](mailto:hr.advisor@kza.qc.ca)

Phone: **819-449-5593**

Location: **KZ Health Centre** (8 Kikinamage Mikan, Maniwaki, QC J9E 3B4)

Only persons meeting the mandatory requirements will be considered for an interview. Failure to provide all the necessary documentation before the deadline will be considered an incomplete application. Preference will be given to Kitigan Zibi Anishinabeg Band members in accordance with the Kitigan Zibi Anishinabeg's Preferential Hiring Policy. Applicants must possess the basic requirements at the time of the deadline. Band Council reserves that right to recruit the most suitable and competent employee(s) who can best serve the interests of KZA as well as provide quality services to its members regarding the candidates who pass the interview process.



## KITIGAN ZIBI EDUCATION

### High School Teacher Job Description

#### GENERAL INFORMATION

**Job Title :** High School Teacher  
**Category :** Teacher  
**Sector :** Kitigan Zibi Education Sector  
**Location :** Kitigan Zibi Kikinamadinan  
41 Kikinamage Mikan, Maniwaki, Quebec  
**Terms :** Indeterminate position (Standard Probationary period)  
**Hours :** 35 hours per week. Monday to Friday  
**Salary :** Salary to be based on experience according to  
the Quebec English School Salary Scale  
**Immediate Supervisor :** KZ Kikinamadinan Principal  
**Date of Job Description :** January 2025

#### KZ KIKINAMADINAN MISSION STATEMENT

Kitigan Zibi and Pakinawatik School's mission in cooperation with the Kitigan Zibi community is to create challenging opportunities to educate students in an atmosphere of mutual trust and respect. It is our common mission to inspire students to achieve personal growth and cultural pride, to value life long learning, and to become responsible contributing citizens of their community, the Algonquin Nation and society at large

#### STUDENT LEARNING OUTCOMES

It is Kitigan Zibi and Pakinawatik School's goal to give hope and encouragement to each student to reach his/her full potential academically, emotionally, socially, physically, and spiritually. Kitigan Zibi and Pakinawatik School encourages each student to become a life long learner.

#### KEY DUTIES

- Responsible to ensure the delivery of quality instructional services
- Grading and conducting student assessments
- Curriculum delivery
- Lesson and unit planning
- Manage discipline in accordance to the school's procedures
- Encourage good practice with regard to punctuality, behaviour, standards of schoolwork and homework.
- Planning, Teaching and Class Management
- Monitoring, Assessment, Recording and Reporting student progress in accordance to targeted learning
- Development of Individualized Education Plans (IEPS) to address student learning needs



- Contribute to extracurricular school activities
- Co-operate with other staff to ensure sharing and the effective use of resources
- Participates in weekly or bi-weekly staff meetings

#### ESSENTIAL TEACHING SKILLS

- Classroom Management;
- Excellent English communication skills both written and oral;
- Ability to lead and role model for students;
- Ability to set objectives, determine goals and focus on the common goals of student learning;
- Time Management;
- Ability to prepare lesson plans and units appropriate to the level of students.

#### ACCOUNTABLE

- Accountable to provide quality education within the framework of the KZ education system;
- Accountable to ensure students are given the opportunities to achieve their highest potential;
- Accountable to ensure that the mission and vision of the school and education system is followed;
- Accountable to abide by: the Teacher Code of Ethics, Oath of Confidentiality, General Education Policies and Guidelines and Human Resources Policy.

#### MANAGERIAL/SUPERVISORY

<b>Human Resources:</b>	Not applicable within this job position.
<b>Material Resources:</b>	Oversees and maintains management of classroom materials and textbooks.

#### ENVIRONMENTAL FACTORS

<b>Psychological and Physical Effort:</b>	<ul style="list-style-type: none"> <li>▪ Required to meet concurrent demands and deadlines;</li> <li>▪ May be required to deal with difficult situations;</li> <li>▪ Required to keep all student information highly confidential and may become aware of highly sensitive information regarding students;</li> <li>▪ Must be able to work in the English Language</li> </ul>
<b>Working Conditions:</b>	<ul style="list-style-type: none"> <li>▪ The incumbent is required to stay on-site for the lunch period, during assigned supervision days;</li> <li>▪ Mainly indoors.</li> </ul>

#### INCUMBENT QUALIFICATIONS

<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>• Currently in a Bachelor's Degree in Education Program. Completion of degree preferred.</li> <li style="text-align: center;"><b>or</b></li> <li>• Bachelor or Masters Degree (B.A./M.A.) from a recognized University with one or more teachable subjects.</li> <li style="text-align: center;"><b>or</b></li> </ul>
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	<ul style="list-style-type: none"> <li>• Currently in an Indigenous Teacher Education program. (ITEP). Completion of degree preferred.</li> </ul>
<b>INCUMBENT COMPETENCIES</b>	
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>▪ Knowledge and awareness and the KZA culture and community;</li> <li>▪ Knowledge of the Quebec Curriculum;</li> <li>▪ Classroom management;</li> <li>▪ Ability to prepare lesson plans and have a working knowledge of teachers' professional duties and legal liabilities;</li> <li>▪ Knowledge of school policies and procedures;</li> <li>▪ Knowledge of subject(s) or specialization(s) to enable effective teaching.</li> </ul>
<b>Abilities:</b>	<ul style="list-style-type: none"> <li>▪ To model good personal and professional conduct;</li> <li>▪ Concentration through periods of frequent interruptions;</li> <li>▪ Good time management;</li> <li>▪ Communication and client-service skills;</li> <li>▪ Problem-solving skills;</li> <li>▪ Planning, organization and multi-tasking skills;</li> <li>▪ Team-player who works in a coordinated effort.</li> </ul>
<b>Personal Suitability:</b>	<ul style="list-style-type: none"> <li>▪ Discretion and diplomacy;</li> <li>▪ Reliability;</li> <li>▪ Mental calibre to withstand challenging or emotionally charged situations;</li> <li>▪ Ability to maintain healthy professionalism and respect for staff, colleagues and students;</li> <li>▪ Ability to establish and maintain effective working relations with colleagues.</li> </ul>
<b>Certification/Licenses to maintain for duration of employment:</b>	<ul style="list-style-type: none"> <li>▪ Acquire an Enhanced criminal verification for vulnerable populations. Incumbent must not possess any criminal record (s) related to working in the profession;</li> <li>▪ Must undertake the responsibility of maintaining professional development as required;</li> <li>▪ Legally able to work in Canada.</li> </ul>
<b>Assets:</b>	<ul style="list-style-type: none"> <li>▪ Knowledge of Kitigan Zibi Algonquin Language and Cultural Values.</li> </ul>



## JOB OPPORTUNITY – 2<sup>nd</sup> posting

March 5, 2025

**POSITION:** Assistant Director of Education

**LOCATION:** KZES Admin Office (37 Kikinamage Mikan, Maniwaki, QC J9E 3B1)

**WORK SCHEDULE:** 35 hours a week. Monday to Friday

**TERM:** Indeterminate. Full time.

**SALARY:** \$84,101.00 - \$112,133.00  
Salary to be based on experience according to the Quebec English School Salary Scale

**DEADLINE:** March 19, 2025, at 11:00 a.m.

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### SUMMARY:

The Assistant Director of Education is responsible for delivery of various education programs while promoting our culture, history and Anishinabe Algonquin language. The Assistant Director of Education directs and controls all activities of the Kitigan Zibi Education Sector system in accordance with approved practices by planning, leading, organizing, directing, controlling operations, finances and personnel.

### PREAMBLE:

If you are interested in applying for this position and can demonstrate that you meet the mandatory basic requirements, please present your: *cover letter, updated resume, copy of your degrees, diplomas/certificates, work references and police reference check* to the attention of the **Human Resources Advisor** at KZHSS (Kitigan Zibi Health and Social Services) by **March 19, 2025, at 11:00 a.m.**

### **Contact information:**

**Email:** [myra.dumont@kza.qc.ca](mailto:myra.dumont@kza.qc.ca) or [hr.advisor@kza.qc.ca](mailto:hr.advisor@kza.qc.ca)  
**Phone:** 819-449-5593 Ext.2015 **Fax:** 819-449-7411  
**Location:** KZHSS (8 Kikinamage Mikan Maniwaki QC, J9E 3B4)

Only persons meeting the mandatory requirements will be considered for an interview. Failure to provide all the necessary documentation before the deadline will be considered an incomplete application. Preference will be given to Kitigan Zibi Anishinabeg Band members in accordance with the Kitigan Zibi Anishinabeg's Preferential Hiring Policy. Applicants must possess the basic requirements at the time of the deadline. Band Council reserves that right to recruit the most suitable and competent employee(s) who can best serve the interests of KZA as well as provide quality services to its members regarding the candidates who pass the interview process.



## KITIGAN ZIBI Education Sector Assistant Director of Education

### Job Description

#### GENERAL INFORMATION

**Job Title :** Assistant Director of Education  
**Category :** Professional  
**Sector :** Kitigan Zibi Education Sector  
**Location :** Kitigan Zibi Education Sector Building  
37 Kikinamage Mikan  
**Terms :** Full Time – Indeterminate  
**Hours :** 35 hours per week  
**Salary :** \$84,101.00 - \$112,133.00  
Salary to be based on experience according to the Quebec  
English School Salary Scale  
**Immediate Supervisor :** Director of Education  
**Date of Job Description :** November 2024

#### KZES MISSION STATEMENT

The Education Sector helps children and youth in our various education programs to develop and learn in an environment that focuses on learning while promoting our culture, history and Anishinabe Algonquin language. Our current system of education aims to ensure that high levels of learning occur for all students. The Kitigan Zibi Kikinamadinan and Pakinawatik School's mission in cooperation with the Kitigan Zibi community are to create opportunities to educate students in an atmosphere of mutual trust and respect. It is our common mission to inspire students to achieve personal growth and cultural pride, to value lifelong learning, and become responsible contributing citizens of their community, the Anishinabe/Algonquin Nation, and society at large.

#### CLIENT SERVICE RESULTS

The Assistant Director of Education will assist in directing and controlling all activities of the Kitigan Zibi Education Sector system in accordance with approved practices by planning, leading, organizing, directing, controlling operations, finances and personnel.

#### KEY DUTIES

- Assists in planning, developing, and managing the delivery of programs and services for multiple KZA stakeholders.
- Assists in developing related program policies, procedures and guidelines.
- Assists in leading the monitoring and reporting of programs.
- Assists in identifying gaps, deficiencies barriers, impeding program delivery to ensure compliance and quality delivery.
- Assists in providing advisory services to the Chief and Council, staff, families and other stakeholders on programs and services.
- Assists in the development and presentation of briefing notes, speaking notes, MOU's, collective prescription agreements, annual operational plans and various executive level and management reports.
- Assists in representing the organization at public hearings, conferences, forums, committees, and working groups to exchange program information and best practices, to explore special initiatives (e.g. Service partners, joint ventures, MOU's, etc.).
- Assists in attending committee/board meetings at the college/university level.

- Assists in attending and actively participates in First Nations Education Council Committee meetings at the regional level and First Nations education meetings/symposiums at the national level.
- Assists in the responsibility for keeping informed of developments taking place in regard to First Nations Education and non-First Nations Education.
- Assists in networking with local, provincial, national, First Nation and non-First Nation organizations to stay abreast of current trends and topical areas.
- Assists in lobbying senior officials within the federal and provincial governments on a variety of jurisdictional issues.
- Assists with research, reads, analyzes, etc. and remains current regarding education issues.
- Assists in planning, administrating and aids in maintaining contribution agreements and contracts to ensure compliance.
- Assists in developing and maintaining effective working relationships with local, regional, provincial counterparts and agencies.
- Assists in planning, managing and monitoring the performance of staff, material and financial resources.
- Assists in reviewing/proposing program/curriculum changes and implementation within the education system.
- Assists in negotiating and implementing program delivery by a variety of post secondary institutions.
- Assists in ensuring that there is a periodic review of all programs, policies and guidelines.
- Assists in coordinating and leading program reviews.
- Assists in overseeing the post secondary student support program.
- Assists in overseeing and managing the operations of Wazonson.
- Assists in the responsibility of carrying out all other related duties which are required for the effective and positive functioning of the Education Sector.
- Assists in negotiating and aids in the preparation of third-party contracts for approved service delivery.
- Assists in the responsibility to develop, implement and coordinate special programs, example, Special Education, Cultural Center, Information Technology, Algonquin language, etc., as required.

#### **KNOWLEDGE AND SKILLS**

- Theories, principles, and practices of program planning, administration, monitoring, performance evaluation, and reporting.
- Theories, principles, and practices of human sciences.
- Theories, principles, and practices of various quality improvement strategies related to risk-management, ethical dilemma problem-solving, information management, and employee performance management.
- Knowledge of governing municipal, provincial and federal legislative, regulatory and policy requirements specific to the delivery of Education programs including the Privacy Act, Privacy Laws, Education Act of Quebec, Indian Act, and Occupational Health and Safety Laws.
- Knowledge of KZA/KZES policies, KZA Human Resources Manual, KZA Finance Policy, and KZA Code of Ethics, KZA Workplace Harassment and Violence Prevention, and KZA Multidisciplinary Protocols.
- Trends, developments, leading practices and innovation in the field of Education and changes/new direction of governing and/or new legislations, regulations and policies.
- Communication skills when representing the organization with stakeholders and when providing advisory services to leadership/staff.

- Managerial skills to effectively plan, manage, mentor and evaluate staff performance, to develop HR staffing plans and contingencies. (e.g. Back-up and succession plans); and to plan, manage and account for financial resources.
- Consultation and negotiation skills to exchange best practices, to explore joint initiatives and negotiate agreements and MOU's.

#### **CONTACTS**

- Maintains positive relationships with parents, co-workers and community members.
- Addresses community member requests and concerns in a timely manner.
- Delivers presentations to stakeholders at band meetings and other forums on Education service delivery in KZA.
- Negotiates agreements, joint ventures and MOUs at the regional level on the delivery of Education services to the community.
- Liaise with other KZA sectors or other organizations, providers, boards, and funding bodies to discuss mutual areas of educational coordination and cooperation.
- Provides policy advice and guidance on program issues to stakeholders, the Chief & Band Council and other KZA sectors.
- Investigates and mitigates concerns raised by community members.
- Maintains close liaisons, coordinates and provides support to other sectors of KZA.

#### **MANAGERIAL/SUPERVISORY**

<b>Human Resources:</b>	<ul style="list-style-type: none"> <li>▪ Assists with the responsibility for the planning and coordination of all human resources in the Education Sector.</li> <li>▪ Assists with meeting the sector coordinators, (Wazoson, Pakinawatik, KZ School, Cultural Center, Odekan, etc.) on a periodic basis to get updates of their programs and to have feedback.</li> <li>▪ Assists with meeting the Kitigan Zibi Kikinamadinan staff on a periodic basis and as required individually and/or as a group.</li> <li>▪ Assists with planning, assigning, monitoring and evaluating performance; identifies training and development needs and recommends training and disciplinary action if required.</li> <li>▪ Assists in leading or participating on working groups and project teams; defines goals and priorities and assigns work to team members.</li> <li>▪ Assists in providing orientation to new employees.</li> </ul>
<b>Financial Resources:</b>	<ul style="list-style-type: none"> <li>▪ Assists in developing financial plans and presents budget forecasts for operational and maintenance expenditures to the Band Council; allocates and monitors funding across program areas in accordance with funding agreements.</li> <li>▪ Assists in verifying receipt of goods and services; authorized payment for purchased services under contract with the authority to withhold funds to contractor's when work is not in accordance with contract terms and conditions.</li> </ul>
<b>Material Resources:</b>	<ul style="list-style-type: none"> <li>▪ Assists with the care and custody of all educational equipment utilized by educational staff, ensuring that materials are safeguarded and maintained.</li> <li>▪ Assists with the care and custody of computers and peripherals for the sector.</li> <li>▪ Assists with the care and custody of all KZES transportation and other vehicles.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Assists with the care and custody of files to maintain and protect confidentiality of sensitive educational information.</li> <li>▪ Assists in the coordination and authorization of KZES building and site maintenance. (e.g. ventilation, power outages).</li> <li>▪ Assists with the overseeing of the maintenance of all grounds and facilities under the education sector.</li> </ul>
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ENVIRONMENTAL FACTORS	
<b>Psychological and Physical Effort:</b>	<ul style="list-style-type: none"> <li>▪ Manages medium to high level stress and multi-tasks daily.</li> <li>▪ Required to respond to multiple and concurrent demands and conflicting priorities.</li> <li>▪ May be required to deal with dissatisfied/aggressive individuals.</li> <li>▪ Strong interpersonal mental health.</li> <li>▪ May be required to intervene in precarious situations.</li> </ul>
<b>Working Conditions:</b>	<ul style="list-style-type: none"> <li>▪ Works in an office setting.</li> <li>▪ May be required to attend occasional community activities/events to represent KZES.</li> <li>▪ Required to attend professional workshops, staff meetings, workplace safety training within KZA and may be required to travel outside of the community.</li> </ul>

INCUMBENT QUALIFICATIONS	
<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>▪ University diploma in current or related field of study.</li> <li>▪ At least 3 years in a managerial position, demonstrated experience in managing financial, staff resources, and providing advice/guidance.</li> </ul>

INCUMBENT COMPETENCIES	
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>▪ Knowledge and awareness and the KZA culture and community.</li> <li>▪ Theories and principles of program planning and service delivery.</li> <li>▪ Knowledge and understanding of KZA Educational needs and related concerns.</li> <li>▪ Knowledge of various computer software programs conducive to an office setting.</li> <li>▪ Knowledge of federal regulations related to First Nations education.</li> <li>▪ Knowledge of First Nations policies regarding education.</li> </ul>
<b>Abilities:</b>	<ul style="list-style-type: none"> <li>▪ Research, analytical, and decision-making skills.</li> <li>▪ Planning, organization and coordination skills.</li> <li>▪ Monitoring and reporting skills.</li> <li>▪ Ability to develop and deliver presentations and to conduct negotiations.</li> <li>▪ Ability to communicate orally and in writing.</li> <li>▪ Ability to manage staff and financial resources.</li> <li>▪ Ability to plan and manage project teams.</li> <li>▪ Ability to work independently in a creative way.</li> <li>▪ Good management skills.</li> <li>▪ Good planning and organizational skills.</li> <li>▪ Excellent attendance.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Ability to make presentations to large or small audiences.</li> <li>▪ Ability to travel.</li> </ul>
<b>Personal Suitability:</b>	<ul style="list-style-type: none"> <li>▪ Discretion and diplomacy</li> <li>▪ Reliability</li> <li>▪ Mental caliber to withstand or support emotionally charged or potentially unpleasant situations</li> <li>▪ Ability to maintain healthy professionalism and respect for staff, colleagues and clients while working in a stressful environment</li> <li>▪ Ability to establish and maintain effective working relations with multiple stakeholders</li> </ul>
<b>Certification/Licenses to maintain for duration of employment:</b>	<ul style="list-style-type: none"> <li>▪ Valid driver's license for the duration of employment. An employee must have three years driving experience and the age of 25 in order to be an insured driver with a KZA band vehicle.</li> <li>▪ Enhanced Criminal verification will be required if considered for the position. The incumbent must not possess any criminal record (s) related to working in the profession and maintain throughout employment.</li> <li>▪ Must provide medical certificate of good health if considered for the position.</li> <li>▪ Valid First Aid and CPR Training Certification or ability to undergo training within 3 months of being hired.</li> <li>▪ Must follow all safety precautions and protocols.</li> </ul>
<b>Assets:</b>	<ul style="list-style-type: none"> <li>▪ French and English strong verbal and written communication skills.</li> <li>▪ Knowledge of the Algonquin language.</li> </ul>



# BUILDING READERS®

How Families Can Help Children Become Better Readers

Kitigan Zibi Elementary School

## Add some excitement and creativity to your elementary schooler's reading time

Combining reading with artistic expression can boost the impact of both activities. By adding a creative outlet to your elementary schooler's reading routine, you can foster imagination, critical thinking and a deeper understanding of stories.

Encourage your child to:

- **Draw pictures** of characters from favorite books.
- **Draw a map** of where the plot takes place. Ask your child to include as much detail as possible.
- **Design a comic book** based on a favorite book. Your child can draw a comic that lays out the major events in order, or write a completely new tale. What other adventures might the characters have?
- **Make up a song** about book characters. For example, what would the three little pigs sing while building their different types of houses?



## Help your child learn about authors

The next time your child is reading a book, ask who wrote it. What information does the book provide about the author? Reinforcing that books are written by real, regular people can make your child more interested in writing. Help your child:

- **Research details** about the author's life. How do they relate to the book, if at all?
- **Write a letter.** Check to see if the author has a website, or have your child send letters to the publisher. Keep in mind that not all authors always respond.
- **Try to write a story** in the author's style—by imitating humor, short sentences or a certain point of view, for example.

## Make a big difference in just 15 minutes each day

Plan to get in at least 15 minutes of family reading time each day. You can:

- **Bring reading material** with you everywhere you go. Pull out a book whenever you and your child have to wait somewhere.
- **Tuck your child into bed** with a story or book chapter.
- **Read a story aloud** during breakfast, lunch or dinner.
- **Listen to audiobooks** while exercising or doing chores together.



## Ask friends about books

As kids get older, their classmates become great sources of reading recommendations.

Encourage your child to ask friends, "Have you read any cool books lately?"

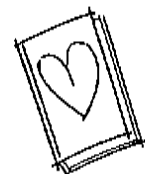
Discussing books with peers can spark conversations, boost comprehension and foster a love of reading.



## Support reading progress

Talking with your child's teacher is one of the best ways to find out how to support your child's reading efforts. Ask:

- **How are my child's** reading skills developing?
- **Does my child** seem to enjoy reading in class?
- **Is my child** showing any signs of reading difficulties?
- **How can I help** my child strengthen reading skills at home?



## Demonstrate the power of adjectives with a fun guessing game

Play this stuffed animal mystery game to boost your child's language and description skills. It teaches children to use vivid language to paint a picture with words. Here's how to play:

1. **Gather a few** stuffed animals and put them in a pillowcase.
2. **Have your child choose** one animal from the pillowcase and describe it to you—without showing it to you.
3. **Encourage your child** to use descriptive words, such as *furry*, *strong*, *tiny* and *smooth*. Remind your child that words that describe things are called *adjectives*.
4. **Guess which stuffed animal** your child has selected.
5. **Switch roles** and describe an animal to your child.



## Mealtime talks leads to school success

Involving your child in interesting mealtime discussions can help improve reading, listening and speaking skills. During mealtime, have family members:

- **Give book reports.** Share plots, characters and opinions about what you're each reading.
- **Take turns selecting a topic** to discuss. Or, place an interesting object in the center of the table to spark discussion.
- **Turn maps into place mats.** Refer to the maps when you are talking about places in the news.
- **Play Did You Know?** Have each family member write three facts on index cards. Mix them up and take turns drawing cards and reading the facts.



## Rely on your child to look up needed information

Make your child the official family fact-checker. If you need to double-check a recipe, ask your child to read it to you. If you're curious about the capital of Bulgaria, show your child how to look it up.

Your child will strengthen research skills and confidence at the same time!

## For lower elementary readers:

- **See What a Seal Can Do** by Chris Butterworth. Seals may look lazy lolling on a beach, but they're very active animals. Learn about seals and their lives underwater in this beautifully illustrated book.
- **Goldie and the Three Hares** by Margie Palatini. After being chased by the Three Bears, Goldilocks lands in the Hares' house for a new adventure.



## For upper elementary readers:

- **Spork** by Kyo Maclear. Spork does not fit in with either the forks or the spoons in the utensil drawer. What can a spork be used for?
- **Almost Super** by Marion Jensen. All members of the Bailey family get a superpower when they are 12—and they are prepared to use their powers to save their world!



**Q:** The teacher says my child needs to become a more *fluent* reader. How can I help with this?

**A:** A *fluent* reader progresses through material smoothly, with confidence and ease. Fluency makes it easier for your child to understand material. To increase fluency, make sure your child reads often (even if it's the same material repeatedly). When you read aloud to your child, model fluency by reading smoothly, with clarity and expression.

### Building Readers®

How Families Can Help Children Become Better Readers

Publisher: Doris McLaughlin.  
 Publisher Emeritus: John H. Wherry, Ed.D.  
 Editor: Rebecca Hastv Miyares.

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 (a division of PaperClip Media, Inc.)  
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**TEACHER-TRAINING  
PROGRAM:**

**DESCRIPTION AND  
REQUIREMENTS**

Join us for an information session on  
**March 25<sup>th</sup> 2025** from 5 to 6 pm at the  
KZA Multipurpose Building (137C Kichi Mikan)

**Information Session for Fall 2025 admission:**

- Bachelor of Preschool and Elementary Education in Indigenous Context
- Bachelor of Secondary Education
- Certificates available, progressing to full teaching certification and a rewarding education career.
- Part-time program designed for flexibility, accommodating work and family life.
- Program offered in your community, with occasional visits to the university campus for a real-world academic experience.

**We will answer your questions on:**

- Eligibility requirements
- Financial support
- Documentation needed
- Application and registration process

**For more information, contact the KZES Post Secondary Office at 819-441-1581.**

**To join the Information Session virtually, contact Kristen Tenascon via email at [Kristen.tenascon@kza.qc.ca](mailto:Kristen.tenascon@kza.qc.ca) for the link!**

For further details about the courses, visit: [Bachelor of Preschool and Elementary Education](#).





Let's join together to honor the upcoming Full Moon.

Friday, March 14th, 2025

7:00 pm - 9:00 pm

Wanaki Arbour

It is encouraged to bring your hand drums and/or rattles, bundles, special items and ribbon skirt if you have one.

\*There will be a limited supply of hand drums\*

This event is open for all KZA women and young girls and other registered First Nations community members. Transportation may be arranged, please contact [Mariah.Smith-Chabot@kza.qc.ca](mailto:Mariah.Smith-Chabot@kza.qc.ca) or at 819-598-8247 for more information or to arrange a pick up.



# **Congratulations to our February Grammar Contest Winners!**

1. Shannon Whiteduck- Odjick – Snowshoes
2. Cory Whiteduck – Palm Sander
3. Sylvia Morin – Outdoor Grill

## **Only 10 contestants this month!**

**A new Grammar Contest coming for the  
month of March – Anishinàbemowin Verb  
Negation. Play to win!**



# Anishinàbemowin

## GRAMMAR CONTEST

### LESSON 4: Subject-Verb Agreement

## THE ANSWERS

1. Ikwewag chìbakweg.  
\_\_\_\_\_

2. Pineshishag nigamowag.  
\_\_\_\_\_

3. Ininiwag ondamitàg.  
\_\_\_\_\_

4. Kinebigog pimòdeg.  
\_\_\_\_\_

5. Abinodjinshag ondaminog.  
\_\_\_\_\_

6. Wàgoshag pimibàtog.  
\_\_\_\_\_

New Grammar  
Contest for  
March -  
Negations!

7. Ikwesinsag pimoseg.  
\_\_\_\_\_

8. Kiwsensag pikwàkwadokeg.  
\_\_\_\_\_

9. Animoshag wìsinig.  
\_\_\_\_\_

10. Makwag nibewag.  
\_\_\_\_\_



Congratulations you now know how to pluralize animate nouns! **Keep learning and wake up our sleeping language!**



# Anishinàbemowin

## GRAMMAR

## CONTEST

Complete the following and drop it off at the Cultural Center or email a picture of it to [odaminowin2021@gmail.com](mailto:odaminowin2021@gmail.com) for your chance to win a prize at the end of March .

TAKE A GUESS! MISTAKES ARE PART OF LEARNING!

### ● ● ● LESSON 5: Negations

In Anishinàbemowin we use the following grammar frame to negate a verb: Kàn (the verb) sì.  
Write the negation on the lines to mean - S/he is NOT DOING THE VERB.

1. ikwesìns \_\_\_\_\_ mawi\_\_\_\_\_
2. animosh \_\_\_\_\_ pimose\_\_\_\_\_
3. mònz \_\_\_\_\_ wìsine\_\_\_\_\_
4. àbinodjìsh \_\_\_\_\_ odamino\_\_\_\_\_
5. wàwàshkeshi \_\_\_\_\_ kwashkwane\_\_\_\_\_
6. ininì \_\_\_\_\_ pagidawe\_\_\_\_\_
7. pineshi \_\_\_\_\_ nigamo\_\_\_\_\_
8. makwa \_\_\_\_\_ nibe\_\_\_\_\_
9. ikwe \_\_\_\_\_ chibàkwe\_\_\_\_\_
10. mahìngan \_\_\_\_\_ òno\_\_\_\_\_

The correct answers will be included in the winner`s flyer at the end of March!



Remember to put the Kàn directly before the verb and the sì directly after.

For example:

ikiwezì nàbowàdjìge - The old man is reading.

ikiwezì kàn nabowàdjìgesì - The old man is not reading.

TIP: Ask an elder for help if you do not know the English meanings to any of the Anishinàbemowin words! You`ll learn a lot!





## HPV Vaccine

*Protect yourself against cervical, genital and oropharyngeal cancers*

*HPV is the most common STI (75% of sexually active and unvaccinated people will be infected at least once in their life.*

**Visit here for more information :**

<https://www.canada.ca/en/public-health/services/diseases/human-papillomavirus-hpv.html>



**FREE** FOR EVERYONE BETWEEN **21 AND 45** YEARS OLD WHO HAVE **NEVER** RECEIVED THIS VACCINE BEFORE

OFFER AVAILABLE FOR A **LIMITED TIME ONLY**, WHILE SUPPLIES LAST

PLEASE CALL THE HEALTH CENTRE TO MAKE AN **APPOINTMENT** OR TO VERIFY YOUR **VACCINATION HISTORY**

Please call 819-449-5593 to book an appointment with a nurse





# Indian Boarding Homes Class Action

## Kwey Kitigan Zibi!

If you are eligible for the Indian Boarding Homes Class Action and need help with your **Category 1 claim forms**, please contact:

 **Kristy Odjick & Tara Decontie**

 **March 10, 2025 to March 21, 2025**


 **Òde Widòkàzowin**

 **819-449-2323**

Please start calling for an appointment only as of Monday, March 10, 2025.



For more information, please contact:  
Victoria Tenasco, Director of Health and Social Services  
(819) 449-5593 ext 2002  
[victoria.tenasco@kza.qc.ca](mailto:victoria.tenasco@kza.qc.ca)



## Join us in Celebrating International Women's Day



• Friday, March 7th •

- Doors open at 11:45am •
- 12pm-1pm (or until food runs out) •

• KZ Community Hall •  
311 Fafard ST.

**Catered Lunch • Door Prizes**

If you have any questions, please feel free to contact  
Waseya House at 819-449-7425



Óde Widokázowin  
Presents!



It's your turn to stand  
in the spotlight!

# Lip Sync

# BATTLE

March 7th

Doors

M.

Óde Widokázowin at  
and category.  
Group 200\$-3rd  
400\$-2nd  
600\$-1st



The Singing categories are Kids Only, SINGLE and GROUP will have  
to have a KZA Member.

Contestants will be judged by lip sync abilities, creativity, stage  
presence, costume, choreography & audience impact.

Óde Widokázowin is a registered trademark of Óde Widokázowin.

ATTENTION LIP SYNC CANCELLED DUE TO MINIMUM PARTICIPATION...PLEASE SEE THE NEW ACTIVITY BELOW.



# ***SLIDING***



## **K2 SCHOOL**

**FRIDAY, MARCH 7, 2025**

**1PM TO 4PM**

**FIRE, HOT CHOCOLATE AND HOTDOGS**



*Waskonesey Mino Pimadiz*



*17 - 24 Years old*

# **SKO SWIMMING**

**WEDNESDAY,  
MARCH 12TH 2025  
10AM UNTIL 1PM**

*Auberge Du Draveur (Williamson)*

**LIMITED SPOTS  
AVAILABLE**

**Register with  
Shawnesia enabigis**

*(819) 449-2323  
shawnesia.ottawa@kza.qc.ca*

*Transportation Available*

For any youth who live or stay in Kitigan Zibi

Ondās  
Chibākwedā  
Come and let's Cook!

17-24  
year  
olds



Wednesday, March 12th  
5-8pm  
at Ode Widokazowin

17 - 24 YEARS OLD

Transportation is available,  
contact Shawnesia in advance  
(819) 449-2323



# SIGWAN

# WESHKINÌGIDJIG ADÀWEWIGAMIG YOUTH MARKET

A seasonal pop-up market for youth to sell what they've got/made/harvested to the community!



Any youth  
(24 years and younger)  
living in KZA is eligible for  
a table, please contact  
Shawnesia if you are  
interested in being a  
vendor!



DRAW AT  
5:45 PM



**APRIL  
25TH**



**1 pm  
-  
6 pm**



**YOUTH  
CENTRE**

For more information, please contact  
Shawnesia Ottawa

☎ (819)449- 2323



SPORTS & RECREATION  
PRESENTS:

# SKI & SNOWBOARDING TRIP TO EDELWEISS

FRIDAY MARCH 14TH  
4 PM - 10:00 PM

FOR AGES 13 UP

\*\* ALL PARTICIPANTS UNDER 18 MUST HAVE THEIR PARENT/GUARDIAN FILL OUT THE REGISTRATION FORM  
REGISTRATION FORMS WILL BE AVAILABLE AT: ODE AND/OR HEALTH CENTRE WITH THE RECEPTIONISTS OR WITH SASHA AT KZ SCHOOL

\*\* THIS IS A LIMITED-CAPACITY ACTIVITY WITH A MAXIMUM OF 25 PARTICIPANTS

FOR MORE INFORMATION  
REGISTER WITH COLTEN &  
KANE AT 819-449-2323  
EXT 2004/2008





KZHSS: Sports & Recreation Presents:

## Edelweiss Skiing/ Snowboarding Activity

### REGISTRATION FORM/ WAIVER

Dear KZA Community Members:

We at KZHSS are pleased to welcome you to our 2025 Skiing Event at Sommet Edelweiss on March 14, 2025. Below, you will find a Registration Form and Waiver, which must be completed to confirm attendance for this trip. The event will be supervised by Kane Dumont, Colten Jerome, and Shawnesia Ottawa. We kindly ask that you complete the form to register your child for the trip.

Thank you,  
KZHSS

### DETAILS:

Date: March 14th, 2025

Where: Sommet Edelweiss,

Departure from Youth

Centre: 4pm

Arrive back: 11:00 PM

### PARENT'S REGISTRATION FORM

- By signing this form, you acknowledge and consent to your child's participation in the trip to Edelweiss. You understand that the listed supervisors will ensure the safety and well-being of your child(ren) but will not be held responsible for any situations beyond their control or for the security of personal belongings/equipment during the trip to Edelweiss on March 14, 2025, from 4:00 PM to 11:00 PM.

Child(ren)'s Name: \_\_\_\_\_

Name of Parent: \_\_\_\_\_

Contact info: \_\_\_\_\_

Address: \_\_\_\_\_

### REMINDERS:

- Dress warmly and appropriately for the weather and activity.
- The bus will depart on time. Please arrive early.
- Any updates regarding the return home will be posted on the *Ôde Widokazowin* Facebook page.
- Attendees are responsible for their personal belongings. Supervisors will not be held accountable for any lost or misplaced items

### EMERGENCY INFORMATION

In case of emergency, contact \_\_\_\_\_

Relation to Child(ren) \_\_\_\_\_



\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Date signed

# **REMINDER**

## **It's TAX time!**

**DON'T FORGET ABOUT TAX FILING - DEADLINE APRIL 30, 2025**

Dear Band Members:

This is to let you know that I do taxes online and other form filing (Old Age Security, QPP, CPP, USA Benefits, Birth Certificates, Passports, etc.).

You can email or bring all your tax slips and papers to me at my house. Please include your hydro bill from Dec. 2024 or an RL-31 slip (renters) or letter from the Band Office for your monthly Solidarity Tax Credit otherwise you may only qualify for it quarterly.

**Seniors—\$40/yr./person— Everyone Else—\$60/yr./person**

**NOTE**—This year I *will not* file tax returns after the deadline. So be sure to see me before then. Meegwetch



**Frank Meness**

172 Kichi Mikan  
Maniwaki, QC  
J9E 3B1

819-449-4959-Home  
819-306-1059-Work  
819-930-3959-Cell  
fmeness@gmail.com

# MISS INDIAN WORLD CONTESTANT

2025-2026

*Alexis Odjick*



**MIW RAFFLE TICKETS AVAILABLE \$3.50  
EACH**

**FUNDRAISER**

**\$10,000 CASH PRIZE RAFFLE + ADDITIONAL PRIZES**

**SPONSORSHIP & DONATIONS ARE GREATLY APPRECIATED**

# MIW TICKET RAFFLE

**\$3.50 Each!**



# FUNDRAISER PRIZES

**GRAND PRIZE**

**\$20 a ticket**

Buy 2 get 1 free

**\$10 000**

**2ND PLACE**



**3rd Place**

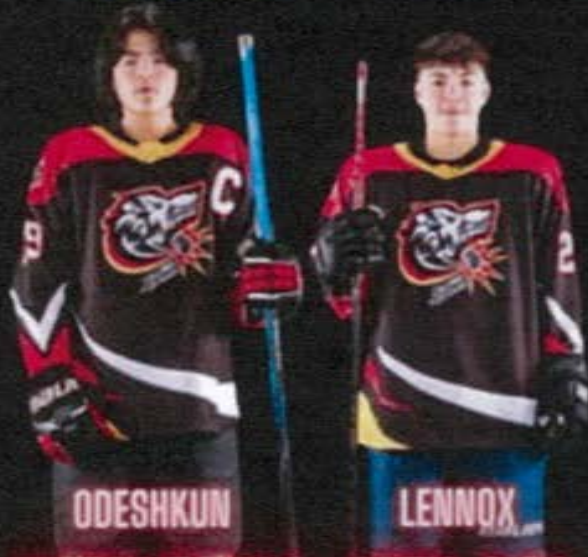


**Cash or EMT: alexisodjick99@gmail.com**

# LES LOUPS VS HULL

COME CHEER ON

U15-BB



THUSKY 19  
KELLY 24

*Date*  
**MARCH 8, 2025**  
**7:00 PM**  
**GINO ODJICK**  
**ARENA**



**LOUPS**

DES COLLINES • U15-BB

2024-2025

# KICHI MIGWECH



We, the Dumont Family, would like to express our sincere gratitude and appreciation to all that came and paid their respects whether in person, by sending beautiful flower arrangements or by social media.

## A Special Thank you to:

- *George & Donna Jerome for the Meal Prep and Feast helpers.*
- *Everyone who donated food and cash for the feast.*
- *Public Works Crew for grave preparation.*
- *The Choir at the Holy Rosary Church and those who paid for masses.*
- *KZPD*
- *Everyone who donated to the Cancer Society.*
- *Lastly, to those we may have inadvertently overlooked we sincerely thank you for your kindness and support.*

**We will miss you and are comforted by the fact that you are back with Mommy “Mama” “Grandma”. We find comfort in knowing that your legacy lives on in the love we shared and the memories we will cherish forever.**



**BIG CASH PROGRESSIVE  
50/50**



**Stack  
The Pads**

---

**RAFFLE**

**50\$ a ticket Jackpot starting at 1000 \$  
DRAW April 20, 2025**

All Proceeds going towards the cost of tuition of a  
young Indigenous hockey player

Purchase your tickets at the following dispensers

**Hawks Trading Post  
Arthurs Smoke Shops  
Arthurs Vape Shop  
Jason's Casino  
Smilies**

For more information:  
819-441-0649