

School District No. 91 (Nechako Lakes)

JOB DESCRIPTION

SPECIALTY SUPPORT – INDIGNEOUS EDUCATION ADVOCATE – SECONDARY - QUALIFIED

Rate of Pay: **Band # 9**

Location: **Schools**

SUMMARY

- A pro-active member of school staff who provides **additional** culture, language and social and emotional support in the school to Indigenous students
- Acts as a positive Indigenous role model for students and promotes pride in Indigenous culture
- Communicates with teachers to support the academic, cultural, social and emotional support of Indigenous students
- Communicates with teachers and parents/guardians to increase and promote students success.
- Functions as an advocate for the students and as a member of the school-based team where required
- Provides regular administrative reports to the school and the Indigenous Education Department

DUTIES & RESPONSIBILITIES

- functions as an advocate for students and the school
 - acts as a positive Indigenous role model for students and promotes pride in Indigenous culture within the school
 - functions as a member of the school-based team and participates in team meetings regarding progress and placement of students, where appropriate
 - keeps regular records for the maintenance of Indigenous programs and services as it relates to their duties including monthly reports to the Indigenous Education Department and daily data entry into AIMS (Indigenous Information Management System)
 - works and consults with teachers and parents, and discusses the social, emotional and academic progress of all Indigenous students enrolled in the school(s) on a regular basis
 - in consultation with school administration and communication with teachers, monitors attendance and homework action plans when necessary
 - reports incidents/accidents to proper authorities as required
 - report back to teachers/staff any changing circumstances impacting students
 - maintains and shares directly to the administration, issues of custody and/or access to students
 - assists the school(s) as a liaison in providing information to staff and parents about appropriate school and Indigenous community functions and may act as a link to resources in the community regarding Indigenous culture and knowledge
 - works with Indigenous / Band administration on issues regarding education for Indigenous students
 - occasionally transport students
 - Supervises and supports up to 10 students in Indigenous Ed cultural room
 - shopping for supplies /groceries/resources
 - May provide snacks and meals beyond what is provided by school food programs that align with healthy schools guidelines
 - performs all duties with a level of interpersonal skills appropriate to the position
-

- attends scheduled staff and Indigenous Education Department meetings as required
- maintains the confidentiality of sensitive information seen or heard

other duties that may be required in the school must be approved by an Administrator of the Indigenous Education Department

QUALIFICATIONS

KNOWLEDGE

- completion of Grade 12 Dogwood Certificate or Adult Dogwood equivalent
- Two years in studies related to working with Indigenous families and children or equivalent. Studies must include an Indigenous education component.
- Employee will be designated as Unqualified if the educational requirements of this position are not met and will have one year from the date of hire to start programming.
- B.C. Driver's License – class 5 with an exemplary driving record as demonstrated by a current driver's abstract

EXPERIENCE

- 6 months of current relevant experience working with Indigenous students
- must be familiar with the families and communities of surrounding reserves and families living off-reserve and be familiar with the local band offices(s) staff and organization

SKILLS & ABILITIES

- a detailed working knowledge of the local Dakelh, Nedut'en or Wet'suwet'en history, culture, traditions, and communities
- ability to communicate effectively using courtesy, tact and discretion in contacts of a difficult, sensitive or specialized nature
- ability to use initiative to determine, judge and select appropriate course of action within limits of position
- an understanding of behaviour management techniques, conflict resolution and task analysis techniques
- proficient ability to use computers and technology
- physical capability to perform the job duties
- must be familiar with the families and communities of surrounding reserves and families living off-reserve and be familiar with the local band offices(s) staff and organization

INDIGENOUS ANCESTRY REQUIRED UNDER THE HUMAN RIGHTS TRIBUNAL EXEMPTION. PREFERENCE WILL BE GIVEN TO CANDIDATES WITH INDIGENOUS ANCESTRY AND/OR KNOWLEDGE OF THE DAKELH, NEDUT'EN AND/OR WET'SUWET'EN NATIONS.