

School District No. 91 (Nechako Lakes)

JOB DESCRIPTION

SPECIALTY SUPPORT – INDIGENOUS EDUCATION ADVOCATE – ELEMENTARY - QUALIFIED

Rate of Pay: **Band # 8**

Location: **Schools**

SUMMARY

- A pro-active member of school staff who provides **additional** culture, language 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.
- Provides assistance to teachers and other professionals in literacy and numeracy programming with students
- 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
 - acts as a resource for the integration of cultural content into the school environment
 - provides information and direction in the implementation and presentation of cultural programs
 - 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)
 - assists Indigenous students in the classroom by working with groups or 1-on-1 in literacy and numeracy programming
 - Reviews and reinforces learning activities using lesson plans and learning strategies developed by the teachers/team to help students master concepts and skills in literacy and numeracy
 - Carries out work within developed structures and plans, being consistent with expectations for students
 - assists students to deal with social and emotional issues in a positive manner
 - reports incidents/accidents to proper authorities as required
 - maintains and shares, directly with 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
 - assists students in discussing academic difficulties with their teachers
 - alerts the teacher in dealing with students who may have academic, social or discipline problems
 - report back to teachers/staff any changing circumstances impacting students
 - functions as a member of the school-based team and participates in team meetings regarding progress and placement of students, where required
 - performs all duties with a level of interpersonal skills appropriate to the position Supervises and supports up to 10 students in Indigenous Ed cultural room
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- shopping for supplies /groceries/resources
- May provide snacks and meals beyond what is provided by school food programs that align with healthy schools guidelines
- attends scheduled staff and Indigenous Education Department meetings as required
- maintains confidentiality of sensitive information seen or heard
- may be required to transport
- 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 all contacts
- ability to use initiative to determine, judge and select appropriate course of action within limits of position
- working knowledge of behaviour management techniques, conflict resolution and task analysis techniques
- proficient knowledge of 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

PREFERENCE WILL BE GIVEN TO QUALIFIED CANDIDATES WITH INDIGENOUS ANCESTRY AND KNOWLEDGE OF THE DAKELH, NEDUT'EN AND/OR WET'SUWET'EN NATIONS