

TITLE: ABORIGINAL EDUCATION ASSISTANT

#098

SECTION: School-based, Elementary, Secondary

REPORTS TO: Administrative Officer

SUMMARY

Under the direction of the principal or designate, and in cooperation with the Aboriginal communities, provides academic support and undertakes initial intervention strategies to assist Aboriginal students to maximize their school experiences.

DUTIES

1. Provides academic encouragement and assistance to Aboriginal students to achieve academic success by coaching, explaining and enhancing their learning experiences, referring to professional staff as required, in both small group and individual settings.
 2. Assists in the teaching function by collaborating with teaching staff in the delivery of educational service to students. E.g. marking assignments, conducting drills, reading to or listening to reading, assisting and reinforcing students and directing, monitoring and recording group or individual activity and progress.
 3. Serves as primary contact for Aboriginal students seeking assistance for personal, learning or behavioural needs and undertakes initial intervention strategies as required and refers to school and community resources including home visits as appropriate.
 4. Participates in staff meetings or school-based team meetings as required and consults with professional staff, parents and Aboriginal communities regarding the needs of Aboriginal students.
 5. Assists school staff and students in understanding the role of Aboriginal culture, heritage and spirituality in the lives of Aboriginal students.
 6. Maintains files and records of services provided to individual students and the school as a whole through use of targeted funding.
 7. Monitors student attendance, encourages regular participation in activities and the timely completion of assignments and exercises.
 8. May assist in the planning, organization and supervision of cultural and social events, field trips, sports and other activities.
 9. May, on occasion, be required to perform other related duties.
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QUALIFICATIONS

- Minimum secondary school graduation or equivalent. Preferred post-secondary training.
 - Specialized training in counselling, family assistance, child care work, behaviour management or social work.
 - A minimum of 2 years related experience or an equivalent combination of training and experience.
 - Knowledge and understanding of Aboriginal culture, heritage and spirituality.
 - Demonstrated ability to establish and maintain respect for and from students.
 - Excellent leadership, interpersonal and communication skills.
 - An awareness of the requirement for confidentiality of sensitive information seen or heard.
 - Ability to utilize a personal computer.
 - Valid BC Class 5 Driver's license.
 - Ability to consult with parents, Aboriginal communities, professional staff and community resource personnel.
 - Ability to maintain accurate records.
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