

TITLE:**ABORIGINAL EDUCATION ASSISTANT - RECONNECT****#158****SECTION:** School-based**REPORTS TO:** Administrative Officer**SUMMARY**

Under the general supervision of the Administrative Officer or designate, assists Aboriginal adolescent students to maximize their learning experiences; provides assistance and support with individualized instructional programs, and behaviour management plans; works in cooperation with the Aboriginal communities, parents, staff and students to develop an atmosphere of trust, confidence and success.

DUTIES

1. Provides assistance to professional and other staff in the delivery of instruction to Aboriginal adolescent students, as individuals, in selected groups or as a class, in an alternative school setting.
2. Serves as a primary contact for Aboriginal students seeking counselling 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.
3. Directs, helps, supervises, marks and corrects student academic studies and other activities and may be required to keep records of the results.
4. Maintains files and records of counselling activities, monitors student attendance, encourages regular participation in activities and the timely completion of assignments and exercises.
5. In consultation with the local community, Aboriginal communities and parents, may assist and participate in the planning, organization, record keeping, deliver and supervision of field trips, sports and other activities including experiences in Aboriginal culture, heritage and spirituality.
6. Can demonstrate all aspects of food fish preservation, filets, hangs, smokes, fish and organizes sales of same for fundraising purposes. Employs traditional methods in keeping with coast Aboriginal communities.
7. Plans, tends, harvests and demonstrates appropriate food and medicinal applications of trees, shrubs and perennials used by Coastal Aboriginal communities. Uses knowledge of ethnobotanical practices in school-wide demonstrations.
8. Assists in the planning, organization, record keeping and supervision of and participation in social events, and other activities which may include fundraising and extracurricular events.
9. May be required to assist students in the operation of a personal computer and to utilize a personal computer for the purpose of basic student record keeping.
10. Will, on occasion, be required to perform other related duties.

QUALIFICATIONS

- Secondary school graduation or equivalent.
- Specialized training in counselling, family assistance, child care work, behaviour management or social work and experience with adolescents.
- A minimum of 2 years related experience or an equivalent combination of training and experience.
- Knowledge and understanding of Aboriginal culture, heritage and spirituality, including traditional fish processing and ethnobotanical traditions.
- Demonstrated ability to establish and maintain respect for and from students.
- Well-established 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.