

TITLE: Indigenous Culture and Student Support Worker (“ICSSW”)
SECTION: School-based, Elementary, Secondary
REPORTS TO: Administrative Officer

#098

SUMMARY

Under the direction of the School Administrator or designate and in consultation with the Director of Instruction, Indigenous Learning, the ICSSW provides academic and/or social emotional support and undertakes initial intervention strategies to assist Indigenous students to maximize their school experiences.

DUTIES

1. Serves as an advocate for Indigenous students to help support their social emotional well-being and stay on track with their academic journey.
 2. Provides encouragement and support to Indigenous students to achieve academic success by coaching, explaining, and enhancing their learning experiences, in both small group and individual settings.
 3. Coordinate and liaise with school-based principal to support Indigenous learners and foster a culturally rich school environment.
 4. Support the planning, organizing and facilitation of cultural activities and events within the school site, or within the wider community.
 5. Attend meetings as required that pertain to the Indigenous Learning department.
 6. Develop positive relationships with Indigenous students, their families, and their communities.
 7. Participates in school-based team meetings as required and consults with staff, parents, and Indigenous communities advocating for the needs of Indigenous students.
 8. Serves as primary contact for Indigenous students seeking assistance for personal, learning, and undertakes initial intervention strategies as required and refers to school and community resources including home visits as appropriate.
 9. Assists staff and students in the understanding of Indigenous culture, heritage, and spirituality.
 10. Participate in professional development, workshops, training and keep current with understanding how to support Indigenous learners with barriers in the way of their educational journey.
 11. Maintains files and records through a Ministry database of the services provided to Indigenous students through individual support and/or school and classroom wide activities – to support the use of targeted funding.
 12. Monitors student attendance and helps students with the barriers to learning and engagement in school.
 13. May, on occasion, be required to perform other related duties.
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QUALIFICATIONS

- High school graduation or equivalent
- One-year post-secondary program in indigenous studies; or a combination of education and experience with indigenous youth or communities
- Specialized training in counselling, family assistance, childcare work, behaviour management or social work, is preferred

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- A minimum of one-year recent and related experience
- Knowledge and understanding of Indigenous culture, heritage, and spirituality
- Ability to work proactively and in a self-directed manner to foster an atmosphere of trust and respect with parents, Indigenous communities, and all staff
- Ability to work within a team; or autonomously
- Demonstrated ability to establish and maintain respect for and from students
- Ability to maintain the confidentiality of sensitive information seen or heard
- Strong verbal, written communication, and interpersonal skills
- Ability to plan, organize and implement special events, workshops, meetings, and information sessions
- Ability to keep accurate records using an electronic device
- Valid BC Class 5 Driver's License.