

TITLE: **INDIGENOUS CULTURE AND STUDENT SUPPORT CO-ORDINATOR
#178**

SECTION: Indigenous Education

REPORTS TO: Director of Instruction - Indigenous Education

SUMMARY

Under the general direction of the Director of Instruction - Indigenous Education or designate, assists Indigenous Culture and Student Support Workers in the implementation of Literacy/Numeracy intervention projects; facilitates District projects; promotes and supports the use of District resource collection.

DUTIES

1. Facilitates as a member of the Indigenous Learning Team in providing strategic models of learning support and/or Literacy/Numeracy intervention projects to elementary and secondary school students.
 2. Provides training and assistance to Indigenous Culture and Student Support Workers / Education Assistants related to the implementation of Literacy/Numeracy projects and the use of the Indigenous Education information system.
 3. Facilitates as a member of the District Indigenous Education Team consultation processes with community and partner groups.
 4. Provides professional development related to Indigenous Education for schools and District.
 5. Creates data spreadsheets tracking relevant District, school and student information.
 6. Selects books, materials, and cultural resources for District personnel, Indigenous communities, and other partner groups.
 7. Prepares and packages Indigenous Education resource collection in consultation with District Resource Centre.
 8. May, on occasion, be required to perform other related duties.
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QUALIFICATIONS

- Secondary school graduation or equivalent.
- Two year Diploma from a provincially recognized post-secondary institution in a related discipline (eg. Indigenous Education/Education, Leadership,) or equivalent training and experience.
- Proven evidence of professional development and/or training in literacy strategies and learning models.
- Knowledge of and experience using the Indigenous Education information system.
- Four years experience and demonstrated ability using literacy strategies and assisting with student assessment.
- Knowledge and understanding of Indigenous culture and traditions.
- Demonstrated ability and experience to facilitate workshops and professional development with adult and student learners.
- Demonstrated proficiency with data collection.
- Demonstrated ability to work within a team concept.
- Ability to maintain confidentiality of sensitive information.

- Demonstrated ability to use Microsoft products in a windows environment (eg. Excel, PowerPoint, Word, and Publishing).
- Valid BC class 5 Driver's licence.

*2005-05-18 (Interim) 2006-04-24. 2023.05.10
Ladysmith)*

School District 68 (Nanaimo-