TITLE: DISTRICT ABORIGINAL RESOURCE CO-ORDINATOR #178

SECTION: Aboriginal Education Services

REPORTS TO: District Principal-Aboriginal Education

SUMMARY

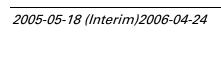
Under the general direction of the District Principal – Aboriginal Education or designate, assists Aboriginal Learning Team in the implementation of Literacy/Numeracy intervention projects; facilitates District projects; promotes and supports the use of Aboriginal District resource collection.

DUTIES

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

QUALIFICATIONS

- Secondary school graduation or equivalent.
- Two year Diploma from a provincially recognized post-secondary institution in a related discipline (eg. Aboriginal Education, Leadership, Facilitation) or equivalent training and experience.
- Proven evidence of professional development and/or training in literacy strategies and learning models.
- Four years experience and demonstrated ability using literacy strategies and assisting with student assessment.
- Knowledge and understanding of Aboriginal 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.



School District 68 (Nanaimo-Ladysmith)