

TITLE: DISTRICT ABORIGINAL RESOURCE CO-ORDINATOR
SECTION: Aboriginal Education Services
REPORTS TO: District Principal-Aboriginal Education

#178

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 spreadsheets 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.

