

**TITLE: District Assistant – Aboriginal Education**

**#120**

**SECTION:** Aboriginal Education

**REPORTS TO:** District Principal – Aboriginal Education

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### **SUMMARY**

Under the general direction of the District Principal – Aboriginal Education or designate, performs a variety of duties pertaining to the coordination of Aboriginal Educational Services and manages Aboriginal Education District Program office.

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### **DUTIES**

1. Responds to parents, principals, teachers, support staff, Aboriginal representatives, government agencies, District Staff and the Ministry of Education, inclusive of confidential material and/or of a sensitive nature.
  2. Researches and compiles information; composes a variety of district documents; creates report materials relevant to Aboriginal Education communication.
  3. Performs a variety of secretarial/clerical duties including general office assistance; inputs and retrieves data utilizing a personal computer; produces newsletters, brochures, and curriculum documents using a variety of graphics and desktop publishing software; verifies Aboriginal student information in the District student information database; verifies nominal roll of Aboriginal students.
  4. Provides reception services by responding to telephone and in-person inquiries, directing calls, relaying messages, and answering general queries.
  5. Schedules and coordinates meetings; prepares and distributes agendas; records and transcribes minutes; coordinates action arising from minutes; and assists with the implementation of committee decisions and directions.
  6. Attends and participates in annual committees representing Aboriginal Education District Program.
  7. Receives and processes external applications for Aboriginal teaching and support staff positions; prepares applicant information for the purpose of interview selection; coordinates correspondence and interview of applicants.
  8. Carries out the procedures required for the annual and monthly budget and accounting processes; ordering, receiving and verifying department purchases.
  9. Provides communication/liaison with representatives of Aboriginal communities, and organizes, coordinates and maintains the cultural resource worker program.
  10. Maintains files and records relating to joint curriculum projects with Aboriginal communities, and departmental filing systems, as directed.
  11. Maintains and balances Petty Cash fund.
  12. Coordinates the distribution of Aboriginal cultural curriculum materials and supplies.
  13. Assists with special cultural events, meetings, workshops, and in-service planning and preparation and organization of materials, displays and workshop resources.
  14. Photocopies, collates and distributes a variety of documents.
  15. Records cash and supplies for special program events.
  16. May on occasion be required to perform other related duties as assigned.
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### **QUALIFICATIONS**

- High school graduation or the equivalent.
- Completion of a two year post-secondary program in a related field (e.g. Secretarial, Office Assistant, Executive Assistant) and three years related experience or an equivalent combination of training and experience.
- Demonstrated ability to interpret and present statistical information using graphs, charts, etc.
- Demonstrated experience and expertise related to personnel issues.
- Advanced skills in word processing, spreadsheet, email, database and presentation graphics using Microsoft products in a Windows environment, and in desktop publishing.
- Minimum keyboarding speed of 60 c.w.p.m.
- Superior judgment, organization, decision making, interpersonal and communication skills.
- Proven knowledge and sensitivity of Aboriginal protocol, culture and heritage.
- Ability to operate standard office equipment.
- Good grammar, spelling and punctuation skills.

- Ability to maintain the confidentiality of sensitive information seen or heard.
- Valid BC Class 5 Driver's License

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*School District 68 (Nanaimo-*

*Ladysmith)*