

Group: CUPE

Title: Indigenous Education Support Worker

Dept.: Indigenous Education

Location: School/Site

Position Description:

Assists teachers by providing enhanced personal, cultural, and educational learning experiences to students of Indigenous ancestry. The employee works with families, school and district staff, Indigenous communities, school-based team, and other community agencies to improve the educational outcomes and attendance of Indigenous students in a culturally relevant program.

Reports To:

Director of Indigenous Education & Learning Services or designate.

Direct Reports:

N/A

Duties & Responsibilities:

- Provide support to the district Indigenous Education program to successfully meet the needs of students at assigned schools.
- Provide academic, social, and cultural support to Indigenous students in a trauma-informed manner.
- Support students in learning Indigenous culture, history, and traditions.
- Build relationships with families and increase student sense of belonging at school.
- Maintain up-to-date records related to audit requirements.
- Participate in school-based-team meetings, planning meetings, parent meetings, and other relevant meetings as required.
- Provide information to families regarding community support agencies.
- Support culturally appropriate strategies and programs that improve Indigenous educational outcomes and attendance.
- Collaborate with Elders and other community Knowledge Holders.
- Support school-to-school, including post-secondary, transitions of Indigenous students.
- Support and maintain cultural safety for Indigenous students, families, and community.
- Support and enhance classrooms in all grades and subject areas through the inclusion of Indigenous worldviews and perspectives.
- Support Local Education Agreement goals and objectives.
- Work collaboratively with other Indigenous Education staff in the school and district.
- Consult with parents/guardians of Indigenous students on providing support services.

The above job description reflects the principle functions of the job. Other comparable or transient duties which are within the area of knowledge and skills required by the job description may also be assigned.

Education & Experience:

- Grade 12
- Class 5 Driver's License.
- Completion of an Indigenous Education Support Worker diploma or a human or social service diploma or an equivalent combination of education, training and experience including working within an Indigenous community and/or program.

Skills, Knowledge and Abilities**SKILLS:**

- Initiative and flexibility in identifying and performing tasks in support of educational goals for Indigenous students.
- Proficiency in building relationships.
- Strong collaboration and teamwork abilities.
- Flexibility for working in dynamic settings with changing priorities.
- Strong conflict resolution skills and an ability to manage difficult situations with tact and diplomacy.
- Proactive and initiative-driven mindset.
- Sensitivity for differences in students and families.
- Attention to detail and ability to follow directions.
- Effective communication, organizational and time management skills.

KNOWLEDGE:

- Understanding of Indigenous cultural traditions, protocols, history, and contemporary issues.
- Knowledge of and sensitivity to values, beliefs, and needs of local Indigenous communities.
- Working knowledge of current office software programs and computer applications.
- Understanding and awareness of diversity and inclusion.
- Demonstrated ability to work in a manner that recognizes personal safety and the safety of others.
- Working knowledge of the provincial Duty to Report, FIPPA, and Duty of Care protocol and reporting procedures.

ABILITY:

- To communicate and work effectively with students, staff, parents and community resources as an integral part of a school-based-team.
- To serve as a role model for students.
- To multi-task, prioritize, self-motivate, and meet deadlines.
- To establish and maintain positive, effective work relationships in a team environment at all times.
- To use office equipment at a proficient level.
- Physical capabilities, stamina, and coordination suitable for working in a K-12 school setting.
- To use technology to assist students.
- To focus/concentrate for long periods of time.

RESPONSIBILITY:

- Effectively interact and establish professional rapport with students.
- Maintain professional relationships with community partners, families, and school district staff.
- In collaboration with school-based team, implement courses of action to support youth and their families to engage in education and other applicable supports.
- Maintain a high level of tact and confidentiality.

WORKING CONDITIONS:

- Relatively equal balance of standing/walking and sitting to accommodate students' needs.
- Briskly walk on occasion and participate in outdoor recreational activities in all types of weather and various terrain.
- Work is typically in a climate-controlled indoor facility.
- Work is in a variety of school settings in the school district.
- May involve travel between sites, locations, and communities.

SALARY:

- Wages and employment benefits per CUPE collective agreement.

Key Relationships:**Effective working relationships with:**

- Students
- Families
- School District 8 staff
- External agencies
- Local Indigenous groups

Next scheduled revision: Fall 2029

Reviewed: February 28, 2025

Reviewed: May 9, 2014