SCHOOL DISTRICT No. 64 (GULF ISLANDS)

INTERNAL JOB POSTING

Position: Indigenous Education Assistant I
(Temporary, Ten-Month Payscale)

Location: All District Schools (itinerant position)

Qualifications: See draft job description attached

Hours of Work: Twenty (20) working hours per week (.6057 FTE). Schedule to be determined in consultation with Superintendent

Job Rate: $24.25

Start Date: September 3, 2019

End Date: June 26, 2020

Closing Date: 4:00 p.m., Friday, June 21, 2019

Apply in writing to: Linda Underwood, Director of Instruction, Human Resources
School Board Office
c/o Lori Deacon, Executive Assistant
Fax: 250-537-4200
Email: ldeacon@sd64.org

Please apply in writing with an updated resume and supporting documentation that will ensure qualifications are met or exceeded for this position.

Please indicate clearly in your cover letter the position and posting number to which you are applying.

This is a union position with C.U.P.E., Local 788.
(APPLICATIONS WILL BE RECEIVED FROM MEMBERS ONLY)

DATE RECEIVED

Successful applicant: ________________________________

Please copy to:
- Posting Email Reps. (CUPE)
- School Board Office
- Payroll
- Personnel
- Job Posting Website

June 14, 2019
(CUPE Posting No. 07) (2019/20)
SUMMARY
Under direction, provides a positive aboriginal role model and supports for indigenous students with respect to academic, social-emotional and cultural growth and development.

DUTIES
• Under direction:
  • Supports student learning
  • Assists staff in planning for instruction, monitoring, evaluating and reporting student progress
  • Assists students to develop cultural literacy and positive lifelong learning patterns
  • Works as a part of interdisciplinary teams to provide cultural guidance and to support effective learning strategies and interventions
  • Maintains a daily record of activities and services provided
  • Researches, orders and inventories materials for instruction

Performs other assigned comparable duties, which are within the area of knowledge and skills required by the job description.

QUALIFICATIONS
Documented evidence of:
• Grade 12
• Extensive knowledge of indigenous culture
• Two years experience in related work
• Two years experience working with school aged youth in a school environment
• Valid First Aid Certification w/CPR
• Exemplary interpersonal skills and ability to work as a team member

Or an equivalent combination of training and experience

RELATIONSHIPS
• Responsible to Superintendent and District Aboriginal Education Coordinator

APPROVED
On behalf of: On behalf of:
School District #64 (Gulf Islands) CUPE Local 788

Original signed by: Original signed by:
Rod Scotvold Larry Melious
Secretary Treasurer President

October 22, 2018 October 22, 2018

CLASSIFICATION: Paraprofessional IV
JJEC approved date: September 13, 2018