

EDUCATION ASSISTANT (ABORIGINAL)

Division: 5 (Education Assistant)

Reports to: Principal

Job Summary

The Aboriginal Education Assistant provides assistance to Aboriginal students and teachers. She/he works cooperatively with other employees, parents, students, the Aboriginal community and Aboriginal community services (Health and Family Services). The Aboriginal Education Assistant is supervised by and receives direction from the Principal of the school.

Duties and Responsibilities

- Works with Aboriginal students on a one-to-one or small group basis under the direction of a teacher or Principal.
- Provides liaison between the school, the home, the community and the appropriate Aboriginal organizations.
- Conducts home visits as needed, in consultation with the Principal.
- Communicates, mediates and advocates on behalf of Aboriginal students and families.
- Meets with each Aboriginal student on a regular basis to provide guidance, encouragement and support the development of life skills and socially responsible behaviour.
- Attends and participates in all scheduled Aboriginal Education Department Staff Meetings.
- Plans, facilitates, and provides cultural activities, demonstrations and crafts; including the purchase of supplies and accessing cultural resource workers.
- Provides support in a culturally sensitive and appropriate manner.
- Maintains files and records on Aboriginal students in accordance with the requirements of the Ministry of Education, under the guidelines of targeted funding.
- Collects and maintains accurate data for 1701 for federal and provincial funding.
- Assists with the collection of data as required by the Aboriginal Education Department.
- Completes and provides a monthly report to the Principal and Aboriginal Education Department.
- Assists with Aboriginal student supervision and classroom management.
- Assists in adapting instructional materials to the specific needs of Aboriginal student or students, such as simplifying instructions or student responses, under the guidance of a classroom teacher or Learning Assistance teacher.
- Assists with distribution and collection of materials and equipment for Aboriginal students.
- Assists with integration of Aboriginal curriculum in the classroom.
- Assists with food preparation, distribution and clean-up.
- In emergent situations, and under the direction of the Principal, transports students.
- Attends and participates in School Based Team, Care Team, IEP and IBP meetings related to Aboriginal students.

- Manages, in consultation with the Principal, the school's Aboriginal Education Budget.
- Assists with Halq'emeylem language learning in the school.
- Assists with Work Experience, Career Education and Apprenticeship opportunities for students.
- Performs other teacher assistant related duties or emergent duties.

Equipment Used

Photocopier, audio and video equipment, computer and other classroom related equipment.

Required Knowledge, Ability, Skills

- High School diploma plus a post-secondary human services program of over six (6) months and up to and including one (1) year.
- Six months experience working with children.
- Completion of a Conflict Resolution course, or demonstrated relevant experience.
- Valid Class 5 driver's licence.
- Knowledge of Aboriginal culture and heritage and interest in the Halq'emeylem language.
- Working knowledge of computer technology and educational software.
- Ability to extend and model patience, care, tolerance, understanding and a healthy life style.
- Ability to work with Aboriginal students.
- Ability to communicate effectively, both verbally and in writing.
- Ability to perform individually and as part of a team.
- Ability to use courtesy and tact in obtaining and /or handing out information in contacts with community professionals, public, parents, staff and students and in dealing with difficult and sensitive situations to gain the co-operation of others.
- Ability to plan, schedule and organize workload effectively.
- Ability to assess potential risk in home visitation situations and respond appropriately.
- Able to perform basic bookkeeping tasks.
- Ability to respond to violent behaviour.
- Ability to work with students who have Special Needs.
- Knowledge of health and safety procedures, including Workplace Hazardous Materials (WHMIS).

Originated: June 21, 1994
 Teacher Assistant – First Nations
 Revised: January 5, 2006
 Aboriginal Teacher Assistant
 Revised: September 1, 2007
 Revised: May 9, 2014
 Aboriginal Education Assistant