

Aboriginal Education Assistant

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OVERVIEW

Reporting to the Principal, and under the overall direction of the District Coordinator, Aboriginal Nations Education, the Aboriginal Education Assistant (AEA) provides social, emotional and academic support and guidance to Aboriginal students. Additionally, as a role model and cultural interpreter, the AEA mentors students in understanding Aboriginal culture.

POSITION DESCRIPTION ABORIGINAL EDUCATION ASSISTANT

AEA – 1

Provides academic encouragement and assistance to Aboriginal students to achieve success by coaching, explaining and enhancing their learning experiences under the direction of teaching staff in class, group or individual settings.

AEA - 2

Reinforces learning activities using lesson plans and learning strategies developed by the teacher and learning support team to help students master concepts and skills.

AEA – 3

Encourages and assists Aboriginal students in obtaining learning resources and materials for class and home study and to complete assignments in a timely manner.

AEA – 4

Encourages regular participation in school and extracurricular activities and supports them mentally, emotionally, physically and spiritually.

AEA – 5

Provides mentoring and support to Aboriginal students to help strengthen their cultural and individual identities.

AEA – 6

Facilitates the understanding of Aboriginal culture, heritage, values and history to Aboriginal students and others.

AEA – 7

Provides the family, school and community context of students to District Aboriginal Counselors, teachers, District and school staff.

AEA - 8

Inputs and assists in maintaining student records including processing District and school-based student Aboriginal Identity and referral forms.

AEA – 9

Assists in organizing, conducting and supervising school activities such as field trips, social and cultural events and work experience.

AEA – 10

Supports Aboriginal students in the use of a wide variety of educational computer programs and equipment.

AEA – 11

Maintains and organizes education classroom items such as materials, supplies and equipment.

AEA – 12

Reinforces classroom expectations during brief absences of the teacher and documents and reports significant incidents.

AEA – 13

Communicates student-related information to teachers, principals, members of the school-based team or the District Coordinator of Aboriginal Education.

AEA – 14

Participates in the monthly Aboriginal Nations Education Division staff meetings.

AEA – 15

Provides assistance to students in the case of injury or illness; performs assigned duties during fire/earthquake drills and other crisis situations

AEA – 16

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

**QUALIFICATIONS
ABORIGINAL EDUCATION ASSISTANT**

EDUCATION	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Grade 12 or equivalent; and</p> <p>One (1) year Indigenous Family Support Certificate, Community Support Worker, or equivalent post-secondary courses in child or adolescent development, or behaviour management.</p> <p>Current Level One First Aid.</p>
EXPERIENCE	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Traditional knowledge.</p> <p>One (1) year specific experience working with Aboriginal students, parents and the community.</p> <p>Preference will be given to persons of Aboriginal ancestry.</p>
KNOWLEDGE	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Knowledge and understanding of Aboriginal culture, heritage, values and history.</p> <p>Knowledge and understanding of the local Aboriginal community.</p> <p>Knowledge of inclusion principles.</p> <p>Knowledge of conflict resolution methods.</p> <p>Knowledge of support requirements for behaviour management, social and life skills programs.</p> <p>Knowledge of school systems and District policies and procedures as they relate to the position.</p> <p>Knowledge of digital technology and related educational applications used to support Aboriginal students.</p>

<p>SKILLS AND ABILITIES</p>	<p><i>JOB SPECIFIC REQUIREMENTS</i></p> <p>Provide support to Aboriginal students in achieving personal, academic, social and behavioural goals.</p> <p>Support students in acquiring independence and life skills.</p> <p>Adapt and respond to the varying academic, social, emotional and behavioural needs of students.</p> <p>Facilitate the understanding of Aboriginal culture, heritage, customs and values.</p>
	<p><i>INTERPERSONAL REQUIREMENTS</i></p> <p>Use tact and diplomacy to maintain the confidentiality of sensitive information often in open and public places; including social media.</p> <p>Ability to adapt and respond to change.</p> <p>Effective written and oral communication skills; including the ability to relate to students, staff, parents, professionals and other members of the public and to request and convey information in an appropriate manner.</p> <p>Relate to staff, parents, professionals and other members of the public and request and convey information in a respectful and calm manner.</p> <p>Speak with and act toward students with respect and dignity, and deal judiciously with them, always mindful of their individual rights and sensibilities.</p> <p>Celebrate successes that may come with repetition and patience.</p> <p>Prioritize workload and manage time appropriately.</p> <p>Document and summarize information/data in an accurate manner.</p> <p><i>PROBLEM SOLVING REQUIREMENTS</i></p> <p>Understand and work with core curriculum at the appropriate grade level(s).</p>

	<p>Determine and select an appropriate course of action within established methods, procedures and policies.</p> <p>Provide guidance, instructions and directions to students.</p> <p>Apply conflict resolution strategies to resolve disagreements and refer more demanding issues to teachers or administrators.</p> <p>Ability to be flexible to meet the varying academic, social, emotional and behavioural needs of students.</p>
<p>WORKING CONDITIONS</p>	<p><i>OCCUPATIONAL REQUIREMENTS</i></p> <p>Sufficient vision and hearing to perform related job duties.</p> <p>Desk-top self-sufficiency in order to communicate through digital technology.</p> <p>Physically able to lift up to 22 kg (50 lbs) and work with students at their level (squatting, kneeling and sitting on the floor).</p> <p>Able to perform related physical and mental activities.</p>

June 2017