

# Indigenous Education Assistant

[Position Description](#) | [Qualifications](#)

## OVERVIEW

The role of the Indigenous Education Assistant (IEA) is under the overall direction of the Indigenous Education Department (IED). The IEA is dually supervised between the Director of Indigenous Education and the school-based Administrator. The IEA provides social, emotional cultural and academic support and guidance to Indigenous students and families. Further, this position serves as a role model and cultural liaison for Indigenous students and families to help bridge Indigenous worldviews and perspectives across the school community.

## POSITION DESCRIPTION INDIGENOUS EDUCATION ASSISTANT

### **IEA – 1**

Provides enhanced social, emotional, cultural and academic supports to Indigenous students in collaboration with the IED and the school-based administration.

### **IEA - 2**

Support Indigenous learning strategies that support Indigenous students in developing holistic concepts and skills.

### **IEA – 3**

Advocates for the use of culturally responsive resources, supplies and equipment for Indigenous students within the classroom and across the school community.

### **IEA – 4**

Provides mentoring through culturally responsive programs for Indigenous students and families to help strengthen their cultural identities.

### **IEA – 5**

Advocates for the use of Indigenous worldview and perspectives within the school community to support Indigenous students and families.

**IEA – 6**

Liaise with Indigenous students and families on the culturally responsive supports available for them at a school-based and district-based level.

**IEA - 7**

Maintains Indigenous student records as per the 1701 Audit Guidelines.

**IEA – 8**

Encourages Indigenous students and families to participate in school activities, field trips, social and cultural opportunities, and work experience.

**IEA – 9**

Advocates, when appropriate, the use of digital technology for Indigenous students.

**IEA – 10**

Advocates for the use of restorative practice as a method to supporting Indigenous students and families in classrooms and the school community.

**IEA – 11**

Supports Indigenous student related information with school staff, classroom teachers, school-based Administrators, and the Indigenous Education Department.

**IEA – 12**

Participates in monthly Indigenous Education Department staff meetings and any other meetings at the discretion of the Director of Indigenous Education.

**IEA – 13**

Provides assistance to students in the case of injury or illness.

**IEA – 14**

Performs any other assigned duties during fire/earthquake drills and any other crisis situations.

**IEA – 15**

Performs other assigned comparable or transient duties which are within the area of knowledge and skills required by this job description that support Indigenous student and families and/or the Indigenous community as directed by the Director of Indigenous Education.

**QUALIFICATIONS  
INDIGENOUS EDUCATION ASSISTANT**

<b>EDUCATION</b>	<p><b><i>TECHNICAL REQUIREMENTS</i></b></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>
<b>EXPERIENCE</b>	<p><b><i>TECHNICAL REQUIREMENTS</i></b></p> <p>Traditional knowledge.</p> <p>One year specific experience working with Indigenous students, parents and the community.</p> <p>Preference will be given to persons of Indigenous ancestry.</p>
<b>KNOWLEDGE</b>	<p><b><i>TECHNICAL REQUIREMENTS</i></b></p> <p>Knowledge and understanding of Indigenous culture, heritage, values and history.</p> <p>Knowledge and understanding of the local Indigenous communities.</p> <p>Knowledge of inclusion principles.</p> <p>Knowledge of Culturally Responsive learning environments.</p> <p>Knowledge of restorative practice.</p> <p>Knowledge of school systems and District policies related to Indigenous Education and any other procedures as they relate to the position.</p>

	<p>Knowledge of digital technology and related educational applications used to support Indigenous students.</p>
<p><b>SKILLS AND ABILITIES</b></p>	<p><b><i>JOB SPECIFIC REQUIREMENTS</i></b></p> <p>Provide support to Indigenous students in achieving personal, academic, cultural and social 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>Advocate for the understanding of Indigenous worldview and perspective.</p>
	<p><b><i>INTERPERSONAL REQUIREMENTS</i></b></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><b><i>PROBLEM SOLVING REQUIREMENTS</i></b></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><b>WORKING CONDITIONS</b></p>	<p><b><i>OCCUPATIONAL REQUIREMENTS</i></b></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>

Reviewed: January 2024