

**SCHOOL DISTRICT #42
Maple Ridge - Pitt Meadows**

JOB DESCRIPTION

JOB TITLE: Senior Aboriginal Support Worker **DATE:** April 21, 2009

PAY GRADE: **LOCATION:** District Wide

JOB SUMMARY: The primary responsibilities of the Senior Aboriginal Support Worker includes mentoring and supporting Aboriginal support workers in fulfilling their role and coordinating service between Aboriginal support workers, students, teachers, parents and community resources. The position includes a degree of independent judgement in ensuring the provision of aboriginal support services to schools in a regular and timely fashion and may also include many of the regular duties of an Aboriginal Support Worker.

The Senior Aboriginal Support Worker assists in the communications between home/school environments, provides consultation and liaison services between schools, parents/guardians, and student services. In addition the Senior Aboriginal Support Worker performs work of considerable variety and complexity in providing support services to the Aboriginal Department and Student Support Services.

DUTIES:

1. Develops a positive working relationship displaying trust, consistency and stability with students, staff and their families. Supports students and families in establishing, maintaining and achieving goals in the home and community to encourage positive social and emotional development.
2. Provides academic support and guidance to aboriginal students in order to foster their educational success.
3. Supervises students on a one-to-one or small group basis in the reinforcement of academic, cultural, life and social skills.
4. Assists in planning, adapting and implementing individual and group activities for students to help build the students' self-esteem and academic success.
5. Performs routine daily tasks such as orientation of replacement workers, record keeping, and liaising with the Principal of Aboriginal Education or designate regarding aboriginal support worker issues.
6. Mentors and assists the Aboriginal Support Workers in their daily routines and provides guidance as requested. May provide input for the evaluation of these employees.
7. Assists in organizing and participating in activities that address the orientation, training and professional development needs of Aboriginal Support Workers.
8. Assists and participates in activities that build cultural understanding in the district including the development and delivery of in-service workshops and seminars along with the identification and provision of appropriate resources.
9. Assists the Aboriginal Support Workers in organizing and maintaining proper documentation.
10. Attends school based team meetings such as IEP's, IBP, ICM, department, staff and professional development as required.
11. Meets regularly with Itinerant Teachers for Aboriginal Education to discuss student progress, situations and programs; and to receive guidance on unusual circumstances.
12. Maintains liaison between home, school, and other agencies.

13. Acts in a secondary role as a cultural resource person.
14. Demonstrates positive role modeling with students and parents.
15. Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this position.

REQUIRED KNOWLEDGE, ABILITY AND SKILLS

1. Completion of Grade 12, plus one year post secondary courses in leadership, communication skills, group dynamics, and First Nations Culture or equivalent combination of training and experience.
2. A minimum of three years' related experience as an aboriginal support worker.
3. Demonstrated ability to establish and maintain effective and professional working relationships with individuals from diverse cultures and communities, district staff, students, parents and the public. Demonstrated ability to explain school district rules, policies and procedures and supply information and assistance as required.
4. Demonstrated ability to respond with sensitivity to emergent situations with an understanding of group dynamics, interpersonal skills and cultural awareness.
5. Demonstrated ability to mentor aboriginal support workers in their daily routines.
6. Demonstrated ability to exercise sound judgement in matters of a confidential nature.
7. Demonstrated ability to work at the level of independence and degree of initiative appropriate to the position.
8. Knowledge of Aboriginal cultures and an understanding of problems, concerns and strengths in these traditions, together with the ability to assist with the bridging of cultures.
9. Knowledge of available community resources.
10. Demonstrated ability to assist professional educators with interpreting needs where Aboriginal or other cultural differences are a factor in the school.
11. Current knowledge of the School District and Ministry of Education policy, regulations and information requirements, including the use of PC and network computer systems.
12. Valid B.C. driver's license.

JOINT COMMITTEE MEMBER'S SIGNATURES:
