



TITLE: Indigenous Education Coordinator

REPORTS TO:

Works under the direction and supervision of the Indigenous Education Manager and/or the designate.

SUMMARY:

The Indigenous Education Coordinator will be an advocate of Indigenous Education and a supporter of First Nations, Métis and Inuit (FNMI) Language and Culture to help us lead the way in Indigenous Education.

DUTIES:

The duties of this position are not limited to the listed components, but will encompass 80% of the assigned duties on a regular basis.

- Develop and maintain collaborative partnerships and positive relationships with Indigenous leaders and community members within the division.
- Support the region in advancing the Indigenous Education portfolio.
- Serve as primary contact for Indigenous Elders, Knowledge Keeper and other agencies within the region.
- Guide administration of proper protocol with elders.
- Serve as a liaison between community stakeholders and school to support effective collaboration in supporting student success.
- Liaise with teachers on regarding student attendance, missing assignments and academic recovery strategies.
- Guide and mentor school-based leadership and teachers to support indigenous student success.
- Serve as parental contact for indigenous students.
- Provide professional learning opportunities for staff that support Indigenous Education.

- Coordination of indigenous education resources and activities.

REQUIREMENTS:

- Strong Indigenous perspective with knowledge of and/or experience of with local communities
- Fluency in Cree or Soto language
- Excellent organizational and time management skills
- Extensive experience working within Indigenous communities.
- Superior written and verbal communication.
- Extensive knowledge of the Treaty 6 and 8 Nations and Metis peoples
- Extensive knowledge of the local community