

SUPPORT STAFF JOB POSTING

To: All IUOE Employees

Date: March 31, 2025

SUBJECT: JOB POSTING #2024-91

The Human Resources Office will accept applications up to **Monday, April 7, 2025 - Noon** - for the following position:

INDIGENOUS KINDERGARTEN RESOURCE WORKER – District

Part-time, temporary position, 5.0 hours per day effective immediately, until the return of the incumbent June 26, 2025, whichever comes first. Initial placement at Lax Kxeen Elementary School. The terms and conditions of the IUOE Collective Agreement shall apply. Rate of pay is pay band 4 or 5A depending on qualifications. The successful candidate will report for work on in-session school days only.

Job Summary:

The employee is responsible to support academic achievement and positive self-image of students in an All-Day Kindergarten program and to increase communication between families and the school. A thorough knowledge and understanding of Indigenous culture, history and communities is essential. The successful candidate must be able to relate well with children and families of Indigenous ancestry and, as per Section 42 of the BC Human Rights Code, preference will be given to qualified applicants of Indigenous ancestry. This position is open to qualified persons with Education Assistant 1 or Education Assistant 2 qualifications. Preference will be given to a person who has Education Assistant 2 qualifications.

Brief Job Description:

- a) Provides direct instructional services under the supervision of the teacher to an individual student or small groups of students.
- b) Develops and promotes shared ownership of the education of local Indigenous children through the inter-active involvement of the home, school and community.
- c) Assists and advise families on school matters.
- d) Facilitates home-school-home relationships.
- e) Assists/consults with the teacher, the school counsellor and the principal.
- f) Acts as a liaison between families, teachers, administrators and Indigenous Family Resource Workers.
- g) Is a collaborative member of the school-based team who assists in the development and implementation of the I.E.P. (Individual Education Plan), which may include occupational therapy

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- (i.e., sensory room), physiotherapy, and social and recreational skills.
- h) Assists the teacher with the coordination of Indigenous cultural programs and various literacy programs (i.e., the PALS Program).
 - i) Accompanies and participates with students on field trips/swim program/life skills program.
 - j) Works with the student(s) to help resolve personal/behavioral/communications needs as they relate to school and home.
 - k) Provides supervision and/or assistance with personal care/hygiene/toileting, if required.
 - l) Provides medical needs as instructed and required.
 - m) Supervises the students or groups under the direction of the teacher and/or principal.
 - n) Prepares/modifies instructional materials as directed by the classroom teacher.
 - o) Performs other duties as assigned or required - duties may also include noon hour supervision.

Job Requirements

- a) Grade 12 or equivalent and a minimum of one year of relevant college courses with a focus on Early Childhood Education.
- b) An understanding and knowledge of local Indigenous history and culture as well as contemporary Indigenous issues are essential; familiarity with the Ts'msyen language would be an asset.
- c) A thorough understanding of the educational issues faced by students and families and a commitment to assist with those issues.
- d) Minimum 3 years' experience working with Indigenous children and families.
- e) Exercises discretion and confidentiality in dealing with all matters pertaining to students and staff.
- f) Transportation for home and community visits.
- g) Ability to maintain individual files, records of interviews and other reports.
- h) Willingness to take initiatives with students and families.
- i) Current training in Basic First Aid/CPR or willingness to obtain.
- j) Computer literacy and basic computer skills (30 wpm) required.
- k) Must be physically able to carry out the duties of the position.
- l) Must have adequate verbal and written English language skills to aid in speech/language development.
- m) Must be able to communicate clearly, to understand and follow directions and to prioritize tasks.
- n) Good organizational and inter-personal skills.

**** THE INTERNAL JOB POSTING APPLICATION IS TO BE COMPLETED ****

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