

425 INDIGENOUS SERVICES COORDINATOR

Identifying Information

Position Title: Indigenous Services Coordinator

Classification Title: Professional Staff

Department: Exshaw School

Reports to: Director of Learning Services

Position Supervises: Under the direction of the Director of Learning Services: District Success Teachers

Position Summary

This position provides leadership and support in the following areas:

1. The Education Service Agreement (ESA) between Stoney Education Authority and Canadian Rockies School Division
2. Professional learning for school leaders and staff to support the TQS and LQS in the area of First Nation Metis and Inuit Knowledge and Understanding
3. System results analysis, planning, and reporting in relation to the performance of First Nation Students
4. Implementation of system improvement strategies and curricular supports in relation to First Nation Students
5. Stakeholder Engagement and Communication

Qualifications:

1. Masters of Education Degree
2. Previous school-based administration experience
3. Liaising, managing and balancing budgets within various portfolios

4. Outstanding interpersonal and communication skills
5. Comprehensive knowledge of instructional pedagogy, structures and systems that support learning

Major Duties & Responsibilities

The Indigenous Services Coordinator will work closely with the other members of the senior administration team and school teams to achieve all aspects of the Education Service Agreement between Stoney Education Authority and Canadian Rockies School Division and to fulfill all duties as assigned by the Superintendent. The Indigenous Services Coordinator will be responsible for:

1. Organizing all meetings as outlined in the ESA, including but not limited to:
 - a. Programming Meetings
 - b. Student Transfers
 - c. Cultural Programming
 - d. Annual Review
2. Collecting and collating data as outlined in the ESA
3. Tracking registration of students covered by the ESA
4. Supporting program and service delivery for students covered by the ESA
5. Supporting the Director of Learning Services in addressing Inclusive Education needs of students covered by the ESA
6. Supporting and implementing learning opportunities that address cultural awareness and language development for students covered by the ESA
7. Supporting the Elders Committee, including but not limited to:
 - a. Supporting teachers in accessing elders to support learning opportunities for students
 - b. Tracking the times elders are utilized throughout the division
 - c. Ensuring Elders are appropriately paid and supported in their work throughout the division
 - d. Assisting Elders in supporting student attendance
 - e. Arranging meetings between senior administration and Elders as requested by senior administration

8. Supporting Indigenous Land-Based Learning opportunities for students covered by the ESA
9. Supporting the Director of Learning Services and school staff to ensure students covered by the ESA have appropriate supports
10. Supporting the Director of Learning Services and school staffs to ensure students covered by the ESA have access to resources to support their well being, including but not limited to:
 - a. Food programs
 - b. Weather appropriate clothing
 - c. Counseling
 - d. Elder support
11. Supporting collaboration between Stoney Education Authority and Canadian Rockies School Division teachers to design and implement learning opportunities for students across the two divisions.

References

Stoney Education Authority and Canadian Rockies School Division Educational Services Agreement 2022

History

Developed: September 2022
Amended: May 2024