



"Bringing Learning to Life!"

2014 *CUPE* *Posting #16*

Fax # (250) 949-8792

September 25, 2014

TO CUPE LOCAL 401:

Employees are hereby advised that the following **REGULAR** position is available.
Applications should be received no later than **4:00 p.m. on October 2, 2014.**

FIRST NATIONS IN-SCHOOL SUPPORT WORKER

Pay Rate : \$23.36 per hour
Location : **Sea View Elementary Junior Secondary School**
Hours of Work : 5 hours per week, while school is in session
Start Date : ASAP
Reporting To : Mr. D'Arcy Deacon, Principal, Sea View Elementary/Jr. Secondary School

MAJOR DUTIES AND QUALIFICATIONS – See attached job description.

Please direct all applications to: Mr. John Martin, Secretary-Treasurer
School District No. 85 (Vancouver Island North)
P.O. Box 90
Port Hardy, B.C. VON 2P0

cc: CUPE Payroll
CUPE Local 401
All Schools
Port McNeill Maintenance
Transportation
School District Administration Office
Resource Centre
VINTA

PLEASE POST

**SCHOOL DISTRICT NO. 85
(Vancouver Island North)**

CLASSIFICATION DESCRIPTION

FIRST NATIONS IN-SCHOOL SUPPORT WORKER

DEPARTMENT: School

JOB SCOPE

Reports to the school principal.
Assists teachers in providing educational programs to First Nations students.
Works with First Nations students individually and in groups.
Works under the direction of teachers.
Works without close supervision.
Performs duties of a confidential nature.

MAJOR DUTIES AND RESPONSIBILITIES

Supports the formal education program through the direct supervision of First Nations student activities.
Assists students with school work and monitors their progress.
Works with school staff to support First Nations student transition to secondary schools.
Maintains student records.
Performs other duties necessarily incidental to those assigned above.

QUALIFICATIONS AND EXPERIENCE

Secondary school graduation (with Dogwood Certificate or equivalent).
One year of post-secondary education applicable to work situation including courses in First Nations Studies, Anthropology, English, Mathematics, Sociology and Psychology.
Extensive knowledge of Kwa Kwā Kā 'wakw culture.
Ability to maintain good working relationships and communicate effectively with school Staff, First Nations students and their families.
Ability to assist secondary students in their school work in the areas of mathematics, language arts, social studies, and science.
Ability to understand and effectively carry out oral and written instructions.
Ability to use a computer (word-processing) for record keeping and instructional programs.
Good interpersonal and communication skills.
Two to three years recent experience working with First Nations students.