

#1038536

CCA

**ADMINISTRATIVE AND PROFESSIONAL SCHOOL  
STAFF JOB DESCRIPTIONS****POSITION TITLE: INDIGENOUS EDUCATION SUPPORT TEACHER****REPORTS TO:** Administrator, Assessment and Evaluation & School Community Support**JOB GOAL:** To assist in providing the best possible Indigenous education programming and services in order to ensure high levels of academic achievement for our Indigenous students**QUALIFICATIONS:**

- Valid Manitoba Teaching Certificate
- Minimum Bachelor of Education degree

**DUTIES AND RESPONSIBILITIES:**

1. Assist in the planning and delivery of cultural and curricular divisional workshops.
2. Provide co-teaching and program planning in schools.
3. Support literacy and numeracy instruction in schools.
4. Develop and collect resources, materials and supports.
5. Assist with the development of planning and reporting for provincial grants pertaining to Indigenous education.
6. Assist with budget allocation of resources as required.
7. Prepare yearly Indigenous Education Report.
8. Network with Indigenous education leaders.
9. Network and collaborate with Education Directorate and community agencies.
10. Support Indigenous Educational Assistants.
11. Support Indigenous students within classroom setting.
12. Assist in monitoring the academic achievement of Indigenous students including the collection and analysis of data.

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**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**JOB DESCRIPTION:****AP2-38**

13. Identify potential barriers to student success and assist in the implementation of interventions.
14. Establish relationship and communicate with parents and community.
15. To assume other responsibilities as may be required.

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