

#1570381

CCA

**ADMINISTRATIVE AND PROFESSIONAL SCHOOL  
STAFF JOB DESCRIPTIONS****POSITION TITLE: ADMINISTRATOR, INDIGENOUS EDUCATION AND  
COMMUNITY SUPPORT; PROTECTOR OF EARTH****REPORTS TO:** Superintendent or Designate**SUPERVISES:** Indigenous Education Teachers and Support Staff, and  
Community Connector**JOB SUMMARY:** To provide appropriate and timely interventions to Indigenous students requiring academic, social and emotional support in an effort to increase the graduation rates of Indigenous students, as well as the number of students who graduate seeking post-secondary training and education.**QUALIFICATIONS:**

- Either Level I Administrator's Certificate or Certificate in School Leadership (Manitoba Education)
- Masters Degree in Education (from an accredited University)
- Education and/or lived experience, work or community involvement specifically related to Indigenous Studies
- Advanced cultural knowledge related to Indigenous issues and beliefs
- Knowledge of or interest in Indigenous languages
- Demonstrated commitment to valuing diversity and equity contributing to an inclusive working and learning environment
- Subject matter expertise on systemic oppression, intersectionality, colonialism and systemic effects on racialized and marginalized identities
- Demonstrated ability to be flexible, inclusive and work with a facilitative approach to engagement and consultation
- Well-developed verbal and written communication skills with the ability to produce correspondence, reports, plans and presentation to communicate key messages

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**RESPONSIBILITIES:**

- Lead the Division in its efforts to foster, create and maintain a safe, responsible, welcoming school culture and learning environment for staff, students, parents, families and community partners.
- Supports schools in providing appropriate and timely interventions to Indigenous students requiring academic, social, and emotional support.
- Infuse Indigenous ways of knowing and being into academic and mental health programming, in keeping with recommendations of The Truth and Reconciliation Commission of Canada.
- Implement evidence-based and culturally responsive academic interventions, grounded in the Circle of Courage principles, to increase the school engagement and graduation rates of Indigenous students.
- Enhance the wellbeing of Indigenous students and support their transition into adulthood.
- Consult and collaborate with Indigenous students, families, and community, as well as with Indigenous organizations, communities, and post-secondary institutions.
- Develop relationships with and coordinate efforts to connect students and families to Elders and Traditional Knowledge Keepers.
- Seek opportunities to explore our kinship to the land and foster collective responsibility to protect mother earth.
- Work closely with school administration and classroom teachers to identify and implement inclusive practices into their school environments.
- Organize an annual graduation ceremony.
- Collaborate with Manitoba Education and Training, outside agencies and community partners to enhance service delivery towards inclusive practices.
- Assist the Superintendent's department and the Administrators of Inclusion and Accessibility, Diversity and Equity, and Assessment and Evaluation and School Community Support to evaluate on an ongoing basis the Division's literacy and numeracy objectives as well as the assessment and evaluation programs.

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**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**JOB DESCRIPTION:****AP2-45**

- Serve as the Division's focal resource in terms of planning and conducting in-service activities for the improvement of teaching practices related to Indigenous students.
- Promote parent and family workshops and continuous learning opportunities that include increased understanding of school curriculum, assessment practices, and opportunities for families to understand their role in supporting student learning.
- Generate an annual Continuous Improvement Report to the Superintendent that summarizes the previous year's accomplishments and outlines a plan of action for the coming year, clearly focused on academic success.
- Perform other tasks and assume any additional responsibilities as may be assigned by the Superintendent or designate.

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