



INDIGENOUS EDUCATION TEAM LEADER

Summary

Reporting directly to the District Principal of Indigenous Education, the Indigenous Education Team Leader provides leadership and support to Indigenous Education Support Workers (ISWs) and works collaboratively with school and district leadership, the Indigenous Education Council (IEC), and community partners. The team leader is responsible for enhancing Indigenous student success, fostering cultural inclusion, and ensuring alignment with the Ministry of Education and Child Care requirements and the district's Indigenous Education Goal.

Key Responsibilities

1. Leadership & Supervision

- Provide mentorship and guidance to ISWs in their work with Indigenous students.
- Chair and coordinate regular ISW meetings; ensure timely distribution of meeting minutes.
- Support each school in developing site-specific ISW integration plans (schedules, priorities, cultural initiatives).
- Ensure monthly ISW reports are submitted on time.
- Participate in ISW hiring processes and provide recommendations.
- Conduct monthly one-on-one check-ins with ISWs to review goals, challenges, and needed supports.

2. Student Advocacy & Support

- Advocate for Indigenous students and families within the school system.
- Provide encouragement and support to students regularly.
- Conduct home visits in consultation with teachers or administrators.
- Use MyEdBC and other tools to identify, monitor, and address student needs.
- Maintain accurate student records in accordance with Ministry requirements.

3. Curriculum & Program Development

- Collaborate with The Principal of Indigenous Education, school staff, and the IEC, to support the development and implementation of local Indigenous curriculum and programming.
- Support ISWs in integrating Indigenous history, language, arts, and culture across subject areas.
- Review new and existing curricula for cultural relevance and accuracy.
- Assist schools in implementing culturally responsive programs for Indigenous learners.
- Ensure all curriculum is approved by local First Nations, the IEC, and the school district.

4. Cultural Engagement & Community Support

In partnership with the District Principal of Indigenous Education:

Date created: Draft	Date reviewed:	Date edited:
---------------------	----------------	--------------



INDIGENOUS EDUCATION TEAM LEADER

- Promote awareness and understanding of local Indigenous histories, languages, and cultures.
- Serve as a liaison between schools, Indigenous families, communities, and organizations.
- Coordinate Indigenous resource persons and organize volunteer recognition.
- Support school-led cultural activities, including sourcing materials and coordinating cultural workers.
- Collaborate with other school districts to share best practices in Indigenous education.

5. Reporting & Accountability

In collaboration with the District Principal of Indigenous Education, Graduation Coaches, and district staff:

- Monitor and report on student progress, including attendance, discipline, and support needs.
- Communicate regularly with the District Principal regarding school-based successes and challenges.
- Meet with each school principal annually to clarify ISW roles, expectations, and support for Indigenous cultural programming.
- Report monthly to the IEC on student data and targeted funding use.
- Ensure appropriate resources are available for IEC meetings.
- Implement directives from the IEC and Superintendent.

6. Professional Development

In collaboration with the District Principal of Indigenous Education:

- Engage in ongoing professional learning through workshops, conferences, and coursework.
- Provide cross-cultural awareness training and curricular integration support to educators.

Qualifications and Skills

- Grade 12 graduation or equivalent (required).
- Minimum five (5) years of experience as an Indigenous Education Support Worker or similar role, including leadership or supervisory experience.
- Post-secondary education in Indigenous Studies, Education, Social Work, or a related field (strongly preferred).
- Extensive knowledge of and experience working with Indigenous children and youth.
- Familiarity with Stó:lō and/or Nlaka'pamux cultures and languages is a strong asset.
- Experience with Halq'emeylem and/or Nlaka'pamux language and cultural knowledge is an asset.
- Proficiency with computer programs and digital recordkeeping.
- Valid B.C. Class 5 driver's licence and a clean driving record.
- Physical ability to meet job demands.
- Commitment to confidentiality, cultural sensitivity, and adherence to district and provincial policies.

Date created: Draft	Date reviewed:	Date edited:
---------------------	----------------	--------------