

TITLE: Métis Cultural Teaching Assistant
SECTION: Aboriginal Department
REPORTS TO: Director of Aboriginal Education and Learner Engagement

SUMMARY:

Under the general supervision of the Director or Delegate, provides a range of Métis cultural education opportunities and assists in the delivery of services and aboriginal programs in classrooms, with groups or individual aboriginal students and peers.

DUTIES:

1. Assists the teachers in the delivery of Métis culture, history and world view to Aboriginal and non-Aboriginal students.
2. Assists the teachers in the integration of Métis content and perspective into existing curriculum which may include the gathering of aboriginal resource material, organizing charts, building displays, speaking on a specific topic, arranging a guest speaker.
3. Regularly communicates with Métis elders and community members for advice and feedback regarding Métis culture and language information and resources.
4. Collaborates with the Aboriginal Education department to assist in developing Métis culture and language programs and includes sharing advice and feedback received from Métis elders and community members.
5. Provides advice and promotes awareness of Métis culture to school staff and students.
6. Maintains a daily written record of Aboriginal students who receive services.
7. Maintains a regular written record of student progress with regards to Aboriginal culture.
8. Provides a positive Aboriginal role model for students.
9. Operates a personal computer, laptop, photocopier, fax machine, and/or other technology for educational purposes.
10. Other job-related duties in support of Aboriginal students, as assigned by the Director or Delegate.

QUALIFICATIONS:

Education – the applicant must have completed:

- Grade 12 or equivalent training and experience.
- The Food Safe Program

Skills – the applicant must have:

- Basic computer skills
- Understanding of basic behaviour management techniques, for example non-violent crisis prevention intervention training.
- Proficiency in written and spoken English consistent with the assignment.
- Thorough knowledge of Métis culture, history and world view.

Experience – the applicant must have:

- Experience working with children and youth in a formal education setting for a period of greater than 12 months.

Physically Fit – the applicant must be:

- Physically capable of performing the job duties.

Other – the applicant must:

- Be of Aboriginal descent
- Be able to follow established methods, protocols, policies, procedures and guidelines exercising independent judgment when required and be able to recommend changes.
- Show tact, courtesy and discretion in dealing with people in the course of his/her duties.
- Acknowledge the need for confidentiality with regard to information seen and/or heard in the course of his/her duties.

APPENDIX A**JOB EVALUATION**

COVERING

SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)
(EMPLOYER)

AND

CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 5101**ADVICE OF RATING**

EMPLOYEE NAME:	
JOB TITLE:	81 – Metis Cultural Teaching Assistant
LOCATION:	Aboriginal Department
EFFECTIVE DATE:	

This is to advise that the rating for the job to which you have been appointed is as follows:

JOB RATING

Factor	Edu	Exp	Jud	A/D	Phy	Dex	Acc	Saf	Sup	Con	W/C
Degree	3	5	3	3	3	4	3	1	1	3	2
Total Points	297										

RATING CLASSIFICATION: LEVEL

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