



**COWICHAN VALLEY**  
School District

## CUPE INED POSTINGS

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**TO:** ALL CUPE MEMBERS  
**FROM:** Vanessa A. Lysne, Human Resources Manager  
**DATE:** Thursday, September 8, 2022.

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### The following REGULAR positions are available:

#### COMPETITION #1

#### Indigenous Early Childhood Education Ts'uwatun - NEW

POSITION: IECE-1

**Site:** Indigenous Education/ Early Learning Dept. - ITINERANT  
**Job:** Job Description #106, Pay Level 10 - ATTACHED  
**Schedule:** 30 hours per week (8:15am – 2:45pm) – 10 months  
**Term:** Effective September 19, 2022.  
**Note:**

- **Qualifications are required, please read new job description attached.**
- **Commitment to active enrollment in Early Childhood Educator (ECE) 1 year certificate program is acceptable. Funding may be available.**
- Job description is under review with JJEC.
- For any questions please contact Charlie Coleman.

#### COMPETITION: #2

#### Indigenous Support Worker

Position # CHSS-1

**Site:** Chemainus Secondary School  
**Job:** Job Description #80 – Pay Level 10 – 10 months  
**Schedule:** 27.5 hours (8:30am-2:30pm)  
**Term:** Effective: September 19, 2022.

#### COMPETITION: #3

#### Indigenous Support Worker

Position # BON-1

**Site:** George Bonner Elementary/ Bench Elementary  
**Job:** Job Description #80 – Pay Level 10 – 10 months  
**Schedule:** 27.5 hours (8:25am-2:25pm)  
**Term:** Effective: September 19, 2022.

#### COMPETITION: #4

#### Hul'q'umi'num Language & Culture Advisor

POSITION: CSS-1

**Site:** Cowichan Secondary / Quamichan School  
**Job:** Job Description #102, Pay Level 17  
**Schedule:** 35 hours per week (8:30am – 4:30pm) – 10 months  
**Term:** Effective September 19, 2022.

**The following TEMPORARY position is available:**

**COMPETITION: #5**

**Indigenous Trades Program Worker**

POSITION: ITPW-1

Site: **Frances Kelsey Secondary**  
 Job: Job Description #104, Pay Level 12 (attached)  
 Schedule: 27.5 hours per week (9:00am – 3:00pm) – 10 months  
 Term: Effective September 19, 2022 until the return of the incumbent or June 30, 2023 whichever occurs first.  
 Note: Under Joint Job Evaluation Review

**COMPETITION #6**

**Indigenous Support Worker**

POSITION: ISW-13

Site: **Indigenous Education - Itinerant**  
 Job: Job Description #80, Pay Level 11  
 Schedule: 27.5 hours per week (8:30am – 2:30pm) – 10 months  
 Term: Effective September 19, 2022 until June 30, 2023 or work ends.

**APPLICATIONS MUST BE RECEIVED AT THE SCHOOL BOARD OFFICE  
 BY 10:00AM, THURSDAY, SEPTEMBER 15, 2022.**

Application forms are available on the School District Website ([www.sd79.bc.ca](http://www.sd79.bc.ca)). All forms must be completed in full. Submit applications to the School Board Office Receptionist by email: [sboreceptionist@sd79.bc.ca](mailto:sboreceptionist@sd79.bc.ca), please confirm it has been received. If you have any difficulty, please contact Ashley at [hrcupeusw@sd79.bc.ca](mailto:hrcupeusw@sd79.bc.ca) or leave her a voicemail at 250-748-0321 ext 279.

Vanessa A. Lysne  
 Human Resources Manager

TITLE: Indigenous Early Childhood Education Ts'uwatun  
SECTION: As appointed  
REPORTS TO: Associate Superintendent or Delegate(s)

SUMMARY:

Under the general supervision of the Associate Superintendent in charge of Early Learning or delegate and the District Principal of Indigenous Education or delegate, plans, organizes, implements, promotes, and provides StrongStart BC Outreach opportunities for Indigenous families with children from birth to age five in the Nations' communities. Simultaneously, builds connection between families, StrongStart programs and our elementary schools as well as provide transition supports into Kindergarten including Registration.

DUTIES:

1. Provides high quality early learning group sessions for children in the following areas of children's development: physical health and well-being, social and emotional development, language and cognitive development and the communication skills of preschool-aged children.
2. Use the British Columbia Early Learning Framework to guide the StrongStart BC Outreach program.
3. Seek assistance of the local health authority to help in locating children through birth records or other health records, and provide these families with information about the StrongStart BC Outreach Program.
4. Where possible, link parents/caregivers to services offered by health authorities, community agencies and other social service providers.
5. Promotes and supports transitions into Kindergarten and registration.
6. Links to and works in partnership with the StrongStart BC Early Learning Centers in the school district.
7. Participates in meetings with StrongStart BC team, Indigenous community partners and with parents as required.
8. Acts as a liaison between home and school (including the development of effective parenting skills).
9. Maintains accurate reports, records, registration and attendance for StrongStart BC.
10. Promotes awareness and understanding of school system requirements for Indigenous parents, grandparents and families, which may include home visits.
11. Works closely with school district Indigenous Education, Early Learning, Indigenous Support Workers, StrongStart BC Educators, and school-based administration.
12. Establishes and maintains effective working relationships with the First Nations who represent the early learner and their families.
13. Assists families with integrating or re-integrating into StrongStart BC programs and K-3 classrooms.
14. Establishes and maintains effective working relationships with the community: acts as a liaison and advocate for students and families as required.

15. Transports students or families in district or district-authorized vehicles as required.

16. May, on occasion, be required to perform other job-related duties as assigned.

#### QUALIFICATIONS:

Education- the applicant must have:

- Successful completion of a 2-year college recognized Early Childhood Educator diploma
- Valid BC Class 5 driver's license with a current and clean driver's abstract
- Current Occupational First Aid- Level 1 certificate
- Current Food Safe certificate

Skills- the applicant must have:

- A desire to help children learn and interact appropriately, reinforcing basic social skills.
- Understanding of Indigenous culture; Hul'q'umi'num language is an asset.
- Demonstrated effective time management and organizational skills.
- Basic computer skills.

Experience- the applicant must have:

- One to two year's experience is an asset.
- Sound understanding of local Indigenous culture.
- Demonstrated knowledge of community and agency resources.
- Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.
- Demonstrated ability to work effectively as a team member.
- Demonstrated ability to establish and maintain respectful relationships with children, youth, and adults.

Physically Fit- the applicant must be:

- Physically capable of performing the job duties.

Other- the applicant must:

- Show tact, courtesy, and discretion in dealing with people in the course of their duties.
- Be able to maintain confidentiality regarding sensitive information seen and/or heard in the course of their duties

TITLE: Indigenous Trades Program Worker  
SECTION: As Appointed  
REPORTS TO: Principal or Delegate

SUMMARY:

Under the general supervision of the Principal or Delegate, provides guidance and works with teachers in support of Indigenous students with respect to social, emotional, hygiene, and nutritional growth. Assists in the delivery of the Trades Sampler program to students. Participates in the delivery of work project(s) to students.

DUTIES:

1. Assists professionals and staff in the delivery of the Trade Sampler program. Participates in the planning, coordinating and delivery of an instructional trades work projects for Indigenous students. Ensures that safety procedures are adhered to.
2. Requisitions project materials and supplies; maintains project records and completed purchase order files.
3. Provides a positive Indigenous role model for students and promotes communication. Is highly visible within the school and is available on a consistent daily basis.
4. Provides individual assistance and guidance to students with particular social and emotional issues. Works in conjunction with the school counsellor and interdisciplinary team as an advocate for students to provide on-going support to children and youth.
5. Monitors development of students on a daily basis and implements appropriate strategies for social and emotional growth of students as well as responding to emergent crises.
6. Enhances an awareness and understanding of cultural differences and events enabling teachers to meet the educational needs of Indigenous children and youth more effectively.
7. Promotes an awareness and understanding of the school system requirements for Indigenous parents and grandparents which may include home visits.
8. Implements and or assists with the breakfast, lunch and/or nutritional programs to promote good nutrition.
9. Provides cultural advice to Principals, School Counsellor, Home-School Coordinator, School-Based and interdisciplinary teams in devising effective discipline strategies and interventions.
10. Liaises with interdisciplinary teams, external, and government agencies such as Health or Social Services in matters of student welfare.
11. Advises students regarding health, personal hygiene, nutrition, and wellness needs.
12. Maintains a daily journal of student communication, health, socio-emotional, and behavioural issues and activities of students for the Principal; records services provided to Indigenous students.
13. Attends court cases when requested in a supportive capacity for students.
14. Maintains a flexible daily work and break schedule to meet the needs of the program.
15. Operates a personal computer, laptop, photocopier, fax machine, and/ or other technology for educational purposes.
16. On occasion, transport students to and from work activities, community/school programs or home.
17. May, on occasion, be required to perform other job-related duties as assigned.

## QUALIFICATIONS:

Education - the applicant must have completed:

- Grade 12
- Supplemented by successful completion of a college recognized program of up to one academic year in the study of Child and Youth Care or equivalent training and experience.
- Training combined with experience in a construction trade (building) of a period greater than 24 months.
- Possess current Food Safe Certificate
- Possess current St. John Ambulance "Emergency Child Care" first aid certificate or equivalent.

Skills - the applicant must have:

- Understanding of basic behaviour management techniques for example, non-violent crisis prevention intervention training.
- Knowledge and understanding of Indigenous culture.
- Proficiency in written and spoken English consistent with assignment.

Experience - the applicant must have

- Experience working with children and youth in a formal educational 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 able to follow established methods and procedures 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.