



**JOB DESCRIPTION**  
**School District #54 (Bulkley Valley)**  
**STUDENT SERVICES – INDIGENOUS SUPPORT SERVICES WORKER II**  
 Location: Schools

**SUMMARY:**

Reporting to the Principal/designate, the Indigenous Support Services Worker supports Indigenous learners in the realization of the Indigenous Education goals and assists with the development and implementation of specific strategies outlined in the School Growth Plans. The Indigenous Support Services Worker builds and maintains cultural links amongst all members of the school community.

**DUTIES:**

- Works with Indigenous students on a one-to-one or small group basis under the direction of a teacher or administrator to facilitate students' academic success and positive social and emotional development
- Assists in adapting instructional materials to the specific needs of Indigenous student(s), such as explaining instructions or student responses, under the guidance of a classroom teacher or learning assistance teacher
- Advocates within the school community on behalf of Indigenous students and families
- Acts as a positive role model in the school and in the community
- Provides liaison between the school, the student's home, the community and the appropriate Indigenous organizations
- Informs students and parents of community supports/agencies as needed and assists students to access services
- Under the direction of an administrator, transports students as needed to facilitate access to interagency support services, and in emergency situations.
- Maintains files and records on Indigenous students in accordance with the requirements of the Ministry of Education
- Be committed to working as a cooperative, collaborative member of a school wide instructional team and attend meetings as required
- Maintains the confidentiality of information seen or heard
- May be required to perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this class specification

**QUALIFICATIONS:**

- Completion of Grade 12 (Dogwood Certificate)
- Have a working knowledge of the local Witsuwit'en Worldview and Perspectives
- Minimum of completion of a one-year college program that includes course work in child psychology, social work or counselling psychology, or equivalent training as approved by the Board.
- Minimum of one year of experience working with Indigenous students and/or families
- Must be familiar with local Indigenous organizations and services, both on and off reserve;
- Demonstrated, exceptional skills and experience with communication technology, word processing, database management and spreadsheet programs (e.g. Microsoft Office)
- Valid Class 5 – BC Driver's Licence and an exemplary driving record as demonstrated by a current drivers' abstract
- Physical ability to perform the required duties

*"First priority will be given to candidates who are of Indigenous ancestry, and who have a working knowledge of the local Witsuwit'en Indigenous culture and history. Any appointment will be subject to the approval of the Indigenous Education Council"*


**N.B.** This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

Agreed to:

  
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 CUPE Job Description Committee

  
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 CUPE Job Description Committee

  
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 Indigenous Education Council Representative

  
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 Secretary Treasurer

Dated: February 20, 2024