



GWA'SALA - 'NAKWAXDA'XW NATIONS

EDUCATION DEPT. • GRACE SMITH, EDUCATION COORDINATOR • GSMITH@gwanaknations.ca
PO BOX 5120 • 154 Ba'as Road • PORT HARDY, BRITISH COLUMBIA, CANADA • V0N 2P0
PHONE: (250) 949-8343 • FAX: (250) 949-7402

INDIGENOUS SUPPORT WORKER

North Island Secondary School

30 hours per week

JOB SCOPE

- Reports to the School Principal and Indigenous District Principal
- Assists the teacher in providing educational programs to students
- Works with students individually and in groups
- Works under the direction of the teacher
- Ability to work without close supervision
- Performs duties of a confidential nature

MAJOR DUTIES AND RESPONSIBILITIES

- Supports the formal education program of all students
- Assists students with school work and monitors their progress
- Works with school staff to support student transition from Elementary School or Eke Me-Xi Learning Centre
- Maintains student records including Indigenous Programs data collection (Survey Monkey)
- Participate in Indigenous Program team, including the Indigenous Education Enhancement Agreement
- Performs other duties as required

QUALIFICATIONS AND EXPERIENCE

- Secondary school graduation (with Dogwood Certificate or equivalent)
- One year post-secondary education applicable to work situation including courses such as; First Nation Studies, Anthropology, English, Mathematics, Sociology and Psychology
- Extensive knowledge of Kwakwaka'wakw culture
- Ability to assist secondary students in their school work in the area of mathematics, language arts, social studies and science
- Ability to understand and effectively carry out oral and written instructions
- Ability to use a computer (word processing) for record keeping and instructional programs
- Good interpersonal and communication skills
- Two to three years recent experience working with Indigenous students



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This position has a three-month probationary period

Applications must include resume, cover letter, transcripts, three professional references, and copies of relevant certifications. Only those shortlisted will be contacted.

Applications will be accepted until 4:00 pm, Friday, August 30, 2024:

Grace Smith, Education Coordinator

Email: gsmith@gwanaknations.ca

Fax: 250-949-7402