



BRANDON SCHOOL DIVISION

Job Description

Position	Educational Assistant – Indigenous Academic Achievement (IAA) / Building Success with Indigenous Parents (BSSIP)
Department	Various Schools
Reports To	Principal/Vice-Principal

JOB PURPOSE

Under the direction of the School Principal, the Educational Assistant – Indigenous Academic Achievement (IAA) / Building Success with Indigenous Parents (BSSIP) provides academic and classroom support to Indigenous students and families for the purpose of regular school attendance and academic success.

PRIMARY RESPONSIBILITIES

Position responsibilities may vary depending on school location and therefore, activities may include any combination of student support and administration.

Student Support

- Work one-on-one or in small groups with students to implement Indigenous educational programming, with a focus on the literacy and numeracy curriculum.
- Communicate with teachers, parents and others on student needs to include but not limited to, timetable changes, transportation issues, homework, progress, and outcomes.
- Build positive connections between students, staff, home, and school.
- Supervise students across all environments, including field trips and off-site activities.
- Apply behaviour management strategies, reinforce verbal and visual prompts.
- Encourage student independence, model appropriate social skills, promote peer acceptance, and reinforce positive behaviour.

Administration

- Undertake research to support planning of Indigenous and cultural diversity.
- Create and maintain relationships with broader community resources.
- Provide clerical support including, but not limited to, data collection, photocopying and scanning documents as required.
- Assist with the attendance at events and connections to school.
- Communicate in a positive and professional manner when observing, monitoring, and reporting the needs of students.
- Maintain flow of information, provide and respond to feedback, and implement recommendations to ensure appropriate educational programming.

NOTE: This description is not intended to limit the assignment of work or be construed as a complete list of the many duties to be performed by the incumbent.

COMPETENCIES

- **Flexibility/Adaptability** – Effectively manages work interruptions and adapts to the changing needs of the workplace. Able to multi-task and has a strong understanding of the job.
- **Independence and Initiative** – Appropriately and effectively plans, prioritizes, and performs work independently and assists others as required.
- **Accountability** – Takes personal ownership and responsibility for the quality and timelines of work commitments. Follows organizational guidelines (ie. policies and procedures) and demonstrate reliability and integrity daily.
- **Teamwork** – Shares knowledge and experience with team members and others and solicits input and feedback from others to help the team problem solve and solution build. Respects contributions from all team members, demonstrating cooperation, and supports team decisions.
- **Communication** – Clearly convey information to a variety of audiences using the tools necessary, engaging the audience to ensure the message is delivered and understood, creating a positive first impression with confidence and respect.
- **Confidentiality** – Brandon School Division employees are expected to respect the confidential nature of their positions and shall keep confidential all information they acquire during their employment that would be reasonably considered to be personal or confidential.
- **Use of Technology** – Stays current with technology skills.

WORK CONDITIONS

Physical Conditions

The duties of the Educational Assistant – Indigenous Academic Achievement (IAA) / Building Success with Indigenous Parents (BSSIP) are carried out primarily in a busy classroom environment.

- Will require light lifting such as moving classroom furniture (occasionally).
- Job requires some fine motor skills and some periods of working while seated for keyboarding (occasionally).

Psychological/Stress Conditions

The position workload and environment does not generally increase employee emotions or stress levels.

- Multi-tasking (daily).
- There is some driving required for the BSSIP position (occasionally).
- There are interruptions and distractions that may arise (occasionally).
- Problems and challenges associated with this position are non-routine, with ability to consult with the classroom teacher on an on-going basis. (occasionally).
- Key challenges generally focus on students, including working with sometimes challenging behaviour and motivating/encouraging children in a learning environment (daily).

Environmental Conditions

- Work is undertaken within the school in a classroom environment, on school property, or in rare cases at an external location with another staff member (e.g. students home).
- Occasional travel to students' homes is required, health or safety risks may be encountered.
- There is a need for Health and Safety training which is completed through employee onboarding.

POSITION QUALIFICATIONS

The qualifications provide an understanding of the level of expertise **required** in this position. Unless noted under preferred, these are mandatory requirements of the position.

Knowledge, Skills, and Abilities

- Demonstrated Indigenous cultural awareness and knowledge (e.g. experience with Indigenous families/culture/communities).
- Demonstrated understanding of Restitution and the challenges Indigenous families encounter.
- Demonstrated ability to follow standardized work methods and processes while working with students to support learning.
- Demonstrated knowledge of computers and Microsoft Office software.
- Demonstrated mathematical and writing skills to provide student and administrative support.
- Demonstrated ability to function at the level of knowledge required of the students, e.g., in English, Mathematics, etc.
- Effective interpersonal and communication skills to work directly with Indigenous students in a classroom environment, including the ability to motivate, explain, and manage potentially difficult/emotional situations, and to work collaboratively with parents, teachers, and other staff.
- Must hold a valid Class 5 Driver's Licence.

Education And Experience

- Grade 12 education or equivalent.
- Educational Assistant Certificate or at least two (2) years applicable experience as an Educational Assistant or BSSIP/IAA worker, preferably within a school environment.

Preferred Qualifications and Experience

- Persons with Indigenous Ancestry.
- Ability to speak fluently in any of the following languages, including but not limited to: Cree, Dakota, Anishinaabe, Ojibwe, Michif.
- Experience in programming within an Indigenous organization would be considered an asset.
- Working knowledge of relevant Brandon School Division Policies and Procedures.
- Training and/or certification in First Aid, CPR, and Non-Violent Crisis Intervention.

NOTE: Position qualifications are measured through a variety of means such as, formal interview, application materials and reference checks.