

**SCHOOL DISTRICT NO. 85
(Vancouver Island North)**

CLASSIFICATION DESCRIPTION

FIRST NATIONS HOME-SCHOOL COORDINATOR

DEPARTMENT: School

JOB SCOPE

Reports to the school principal.
Supports the formal education program through the monitoring of aboriginal student activities, maintaining records, and acting as a liaison between school and home.
Works without close supervision.
Performs duties of a confidential nature.

MAJOR DUTIES AND RESPONSIBILITIES

Actively involved with aboriginal students, teachers and parents by monitoring student attendance, schoolwork, school activities, homework and personal problems.
Actively involved as a liaison between school and home.
Maintains records for students relating to student attendance, schoolwork, school activities, homework and personal problems.
Develops and prepares appropriate materials under the direction of teachers.
Meets with representatives of the students' community and other agencies on matters concerning co-operation between First Nations people and the education system.
Performs other duties necessarily incidental to those assigned above.

QUALIFICATIONS AND EXPERIENCE

Secondary school graduation (with Dogwood Certificate or equivalent).
Three post-secondary education courses applicable to work situation including courses in First Nations Studies, Child Development or Psychology.
Ability to maintain good working relationships and communicate effectively with school staff, students, the First Nations community and the public.
Ability to assist aboriginal students of all ages (Kindergarten to grade 12) in their schoolwork.
Ability to understand and effectively carry out oral and written instructions.
Ability to use a computer (word processing) for record keeping and correspondence.
Good interpersonal and communication skills.
Valid B.C. class 5 driver's licence.
One to two years recent experience working with aboriginal students.

Revised Jun. 1996
Reviewed Jun. 2000
Reviewed Apr. 2007
Revised Apr. 2011
Revised Jun. 2015
Revised Mar. 2019