



## INDIGENOUS SUPPORT LIAISON

### Terms of Reference

*School Based Indigenous Support Liaisons serve the particular needs of the Indigenous student population in School District No. 63 (Saanich) to provide a direct link to the school, home and community for Indigenous students.*

- Indigenous Support Liaisons liaise with the community on behalf of the school and provide a role model for Indigenous students.
- The Indigenous Support Liaisons will demonstrate positive interpersonal communication skills with students, teachers, parents and administrators.
- Personal characteristics desired: confidence, flexibility, commitment to the Indigenous community, commitment to continuous learning and development, commitment to School District's educational goals.
- Indigenous Support Liaisons are members of Indigenous Education Services, and are expected to attend staff meetings and in-service organized by the Principal of Indigenous Education.
- Indigenous Support Liaisons are members of their school staff and will be supervised by the Principal in Partnership with the District Principal and work in cooperation/consultation with the Indigenous Support Teacher.

### Specific Responsibilities

*Specific role will be determined in the school according to the needs of the Indigenous student population and must include:*

#### A. Cultural Support

- Facilitates communication between school and home.
- Facilitates cultural interactions with the Indigenous community.
- Facilitates the involvement of First Nations, Métis and Inuit Resource People in the school.
- Attending special events in the community, i.e. gatherings and funerals, when there is a direct connection to the school and in some cases to the district. Permission is granted by the school administrator in consultation with the District Principal of Indigenous Education.

#### B. Instructional Support

- Collaborates with other members of the school staff to support Indigenous students when planning for the programs/support of Indigenous students.
- Assists students in the classroom with learning activities.
- Assists students with their classroom learning, and cultivates an increased student responsibility for learning.
- Supports regular attendance.
- Other duties as requested by the school-based Principal, District Principal of Indigenous Education and the Director of Learning and Innovation.

#### C. Other duties/ requested by School District office, in collaboration with Indigenous Support Teacher

- Will meet the Indigenous Education Services Staff Goals as outlined in the *Local Education Agreement, Enhancement Agreement and the District Strategic Plan*, which lists specific tasks and strategies such as:
  - Indigenous Education Services newsletters (January and June)
  - Annual report for Local Education Agreement (LEA)
  - Student fees invoice for W̱SÁNEĆ School Board (WSB)
  - Student incentive allowance for WSB following each report card
  - Requests to individual bands for student support as needed.
  - Informed Consent forms to parents of Indigenous students (distribute, collect and file annually)
  - SENĆOŦEN registration—follow-up unreturned forms—June and September
  - Assist with implementation of the School District No. 63 (Saanich), W̱SÁNEĆ, Other First Nations, Métis and Inuit Education Enhancement Agreement at the school and district levels
  - Documentation of students supports and monitoring audit compliance.