

## Job Posting: Posting Detail

**Posting:** C2526/113      **Description:** Indigenous Support Liaison  
**Start Date:** Sept 22, 2025      **End Date:** Jun 26, 2026  
**Posting Date:** Sep 11, 2025      **Closing Date:** Sep 17, 2025 – 4:00pm

Location	Position	Assignment Type	Hours
Indigenous Education	Indigenous Support Liaison	Temporary	18

**Location:** Deep Cove, Prospect Lake, Cordova Bay, and Lochside Elementary Schools

**Current Shift:** 8:30am to 3:07pm Tuesday to Thursday

Start/end times may vary based on the needs of the various schools

(Includes 1/2 hour unpaid lunch) 10 months per year while regular classes are in session

Additional minutes per day are included in the 'Current Shift' schedule above, which staff are expected to work daily in lieu of the spring break closure week in order to allow employees in continuing and temporary assignments to be paid their regular pay during the spring closure week as per Letter of Understanding -Spring Closure Week.

**Pay Rate:** \$28.47

**End Date:** June 26, 2026

**THIS IS NOT A CUPE POSITION.**

**Pursuant to the District's Special Program approval, section 42(3) of the BC Human Rights Code, preference may be given to applicants of Indigenous ancestry who can demonstrate knowledge of and commitment to Indigenous culture and ancestry. (Such individuals are strongly encouraged to self-identify on their application).**

### 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 W̱ SÁNEĆ 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)
  - SENĆOTEN registration—follow-up unreturned forms—June and September
  - Assist with implementation of the School District No. 63 (Saanich), W̱ SÁNEĆ, Other First Nations, Métis and Inuit Education Enhancement Agreement at the school and district levels
  - Documentation of students supports and monitoring audit compliance.