SAANICH SCHOOLS
SCHOOL DISTRICT 63 (SAANICH)
2125 Keating Cross Road, Saanichton, BC Canada V8M 2A5
Phone: (250) 652-7300 Fax: (250) 652-6421 saanichschools.ca

Job Posting: Posting Detail

Posting: C2627/155 **Description:** Indigenous Support Liaison
Start Date: Nov 16, 2026 **End Date:**
Posting Date: Nov 5, 2026 **Closing Date:** Nov 11, 2026 – 4:00pm

Location	Position	Assignment Type	Hours
Indigenous Education	Indigenous Support Liaison	Temporary	up to 30

Current Shift: This is an ON-CALL position working on an as-needed basis up to 30 hours per week, Monday to Friday, 10 months per year while regular classes are in session. There are no guaranteed hours.

Pay Rate: $30.20

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