



WHITECAP DAKOTA NATION

EMPLOYMENT OPPORTUNITY

STUDENT SUPPORT COORDINATOR

POSITION SUMMARY

The WDN Student Support Coordinator works closely with parents, guardians, caregivers, students, staff, community members, volunteers, and agencies in: inspiring learning, implementing and coordinating community-based programs, community education initiatives, and engaging stakeholders. To provide leadership and support in the areas of learning priorities and initiatives, division and school-based strategic plans, community development, integrated services, and family and community partnerships.

DUTIES AND RESPONSIBILITIES

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. In accordance with standards of the Whitecap Dakota Nation (WDN) and reporting to the WDN Director of Self-Government while working under the supervision of both the WDN Student Advisory Counsellor and the CWS Principal, the Student Support Coordinator will:

- work closely with and support CWS teaching staff in the delivery of quality teaching and learning opportunities, culturally responsive learning and work environments, and appropriate student and family support;
- identify and respond to barriers to school attendance in a preventative, proactive, and supportive manner. Conduct home visits as necessary to support families;
- ride school bus to and from Whitecap with students, providing guidance and supervision as required;
- provide noon-hour supervision and support to students who use the CWS cultural room;
- welcome and support students and families when they are joining the school community and support and monitor students and families with transitions between schools and/or communities;
- facilitate the collaborative involvement of staff and community members in developing local resources and action groups to improve the school community;
- take a holistic approach in connecting students and families with community resources and outside agencies with an end goal of empowering families to access resources on their own;
- work with administration to develop an effective and representative school community council that has the opportunity to become meaningfully involved in educational and student wellness initiatives;
- collaborate with Elders and Traditional Knowledge Keepers to fulfill the division commitment to the work of cultural learning and enacting of anti-racist/anti-oppressive practices in schools;
- assist with nutrition budgeting, ordering of food and supplies, donation pickups, and monitor and arrange maintenance of nutrition equipment and nutrition room. Collaborate with

Nutrition Worker to implement nutrition practices that follow the Saskatchewan Ministry of Education's nutrition standards;

- support students and families with extra-curricular access in the school and in the community;
- participate in professional development opportunities, including school-based and division professional learning; and,
- perform other tasks as may be required to meet organizational deadlines and objectives.
- follow and champion all safe work policies and procedures;
- attend and successfully complete all assigned and required OH&S training;
- follow and champion all WDN Safe work policies and procedures;
- attend and successfully complete all OH&S training as assigned / required; and,
- other duties as assigned.

Qualifications and Experience Requirements

- Preference will be given to candidates with post secondary education in education, social work, community development or other related fields. An equivalent combination of education and experience may be considered.
- Knowledge of the diversity of First Nations and lived experience, and cultural competence specific to an Indigenous Worldview.
- Strong understanding of Elder and Traditional Knowledge Keeper protocols and community networks. Ability to connect and collaborate with First Nations cultural agencies.
- An understanding of the interconnected nature of social categorizations such as race, class, and gender and the ability to promote culturally responsive learning and work environments that respect the diversity of the community being served.
- Effective interpersonal and organizational skills.
- Ability to lift heavy items up to 40 pounds to transport food.
- Excellent written and verbal communication skills.
- A valid driver's license and reliable transportation.

The successful candidate will be subject to an acceptable Criminal Record Check as a condition of employment.

SALARY AND BENEFITS

- Competitive salary based on qualifications and experience.

APPLICATION PROCESS

Submit cover letter and resume by email to:
mstdenys@whitecapdakota.com.

APPLICATION DEADLINE – December 4, 2023

EMPLOYMENT TYPE: Fulltime, Term lasting Until June 29, 2024

We wish to thank all applicants for their interest. Only candidates selected for interviews will be contacted.