



WHITECAP DAKOTA NATION

EMPLOYMENT OPPORTUNITY: STUDENT ADVISORY COUNSELOR - HIGH SCHOOL

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STUDENT ADVISORY COUNSELOR – HIGH SCHOOL

WDN DIRECTOR OF GOVERNANCE AFFAIRS

Status:	Full-Time/Term
Location:	Whitecap Dakota Nation (In Person)
Hours of Work:	8:00AM – 4:30PM
Total Hours:	37.5 hrs. per week
Salary Range:	Competitive
Closing Date:	July 31, 2026

ABOUT US

We are a modern and progressive Nation located 26 km south of Saskatoon. The Whitecap Dakota Nation (WDN) is a thriving community focused on growth, innovation, and cultural preservation. You can Learn more at www.whitecapdakota.com

POSITION OVERVIEW

WDN is seeking a talented and motivated **Student Advisory Counselor – High School** to join our dynamic team. This role offers an opportunity to support the Director of Governance Affairs. Reporting to Whitecap Dakota Nation's (WDN) Director of Education and taking direction from Saskatoon Public School's (SPS) coordinator for the Education Partnership, the Student Advisory Counselor will be responsible for facilitating and monitoring transitions, as well as supporting the student attendance, success and achievement for Whitecap Students attending High Schools (Grades 9-12) in Saskatoon.

KEY DUTIES

The employee **may not be required** to perform all duties listed and may be required to perform additional, position-specific duties. In accordance with standards of WDN and reporting to the WDN Director of Governance Affairs, the Employee will:

- Act as the liaison person on behalf of the Nation with the school division and its administrators and staff
- Enhance existing partnerships between the school division and the Community
- Provide student tracking information (enrollment, attendance, achievement) to the SPS and WDFN, working with SPS information systems (EDSBY)
- Communicate and work with the students and families of the Whitecap Dakota Nation who attend the Saskatoon High Schools to ensure student success. This includes:
 - Identifying WDN students entering into High Schools in Saskatoon
 - Regularly connecting with students' parents/caregivers/families
 - Advocating for WDN students with Saskatoon Public School staff and administration (e.g. second level supports, etc.)
 - Coordinating various student supports (e.g. supplies, student fee payments) and student incentives
 - Supporting any disciplinary actions relating to WDN students
- Coordinate High School student bussing, including working with the bussing provider and families on schedules, bussing cancellations due to weather, and supporting student behaviour and discipline as required.
- Coordinate special transportation needs to support students attending special programs in Saskatoon.
- Work with senior high school students in planning for post-secondary education, including support for applications and orientation.



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- Promote ideas with school division personnel that help build strong relationships with Indigenous Communities
 - Participate in various Committee meetings as required (e.g. Council Advisory Committee, technical committees, etc.).
 - Provide monthly reports to Whitecap Dakota Council and to SPS Administration as required.
 - Attend Education Advisory Committee meetings for both WDFN and Saskatoon School Division.
 - Prepare reports and provide information as required for funders (e.g. Jordan's Principle, High Costs Special Education Funding, Year End Reporting).
 - Perform other duties within scope as assigned.

QUALIFICATIONS

- Excellent leadership, organizational, and administrative skills (including budgeting)
- Interpersonal skills including building relationships with staff, students, parents/caregivers and community
- Excellent verbal and written communication skills
- Knowledge of Dakota culture, values and Elders protocols
- Knowledge of computer software applications would be an asset
- Possess qualities such as creativity, flexibility, team player and ability to work independently.
- Previous experience working with First Nation communities would be an asset
- Must possess a valid Saskatchewan driver's license and a reliable vehicle.

WHO CAN APPLY

- Bachelor's degree in Education or Social Work is preferred, with additional graduate-level courses in Native Studies.
- Preference will be given to candidates with a vocational background in education, social work, community development or other related fields.

ADDITIONAL INFORMATION

Applicants should note that WDN does not currently participate in the Saskatchewan Immigrant Nominee Program (SINP) for this type of position and will not support a SINP job approval.

APPLICATION PROCESS

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

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

We thank all applicants for their interest; however, only those selected for an interview will be contacted.