

POSITION TITLE: **Indigenous Education Coordinator**

Reports to: Superintendent of Learning

Function/Purpose:

The Indigenous Education Consultant provides leadership and support in the advancement of Indigenous education across the division. This role is responsible for embedding Indigenous perspectives into curriculum and instruction, fostering respectful relationships with Indigenous communities, and promoting cultural understanding. The position supports alignment with provincial frameworks, leads professional learning, contributes to policy development, and advocates for the success and well-being of Indigenous students.

Required Education, Knowledge, Qualifications and Experience:

- A valid Saskatchewan teaching certificate Bachelor of Education Degree from an institution recognized by the Ministry of Education
- Saskatchewan Professional “A” Teaching Certificate
- Candidates with a Masters degree in a related field are preferred.
- Knowledge of Saskatchewan Core Curriculum and the Ministry of Education initiatives

Required Skills and Abilities:

Demonstrated capability and performance in the areas of:

- team building and collaboration
- working with minimal supervision
- organizational skills
- interpersonal and communication skills
- initiative and adaptability.
- prioritizing multiple demands.

Required Personal Characteristics:

- trustworthy and respectful
- approachable and accessible
- flexible and collaborative

Supervision:

This position does not involve the supervision of staff.

Duties and Responsibilities:

Without restricting the generality of the description above, the Indigenous Education Coordinator shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Ability to plan, coordinate and present workshops to educators and support staff
- Ability to write reports requiring meaningful interpretations of data, accuracy, readability and editorial correctness

- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts
- Provide leadership and support to schools in the integration of Indigenous perspectives across all subject areas, in alignment with provincial curricula and frameworks.
- Guide the implementation of culturally responsive and land-based learning practices, ensuring the use of authentic Indigenous content and resources.
- Develop and maintain respectful partnerships with local First Nations and Métis communities, Elders, Knowledge Keepers, and cultural advisors.
- Coordinate and support division-wide cultural events, community engagement initiatives, and Elder involvement in schools.
- Contribute to the development and implementation of division policies and action plans related to Indigenous education and reconciliation.
- Support Indigenous language and culture revitalization initiatives and resource development.
- Advocate for Indigenous student achievement, well-being, and equitable access to educational opportunities.
- Attends in-service and professional developments authorized by the Director or designate.
- Conduct all services in a professional manner adhering to the “Code of Ethics” established by the Division.
- Be willing to engage in lifelong learning with respect to training, in-service and courses of study.
- Conduct oneself in a manner appropriate for an individual employed by an educational system that provides services to children.
- Deal tactfully with staff, students and the public.
- Be knowledgeable and supportive of applicable Board policies and administrative procedures.
- Enables teamwork, collaboration and information sharing to foster better service.
- Other duties as assigned by the Director or designate.

Judgement, Independence and Client Contact:

- **Confidentiality:**

- Information regarding, students, staff members, board members or members of the partnerships must not be discussed in public or with any person not authorized to receive that information. Exchange of personal information within the system shall be on a “need to know” basis. Breaching confidentiality is a serious violation of acceptable conduct and is grounds for disciplinary action up to and including termination of employment with the Board of Education.

- **Independence:**

- The Indigenous Education Coordinator is expected to take initiative and work independently.

- **Working Jointly with Other Staff on Common Assignments or Tasks**

- This position involves working jointly with administrators, teachers and other staff on a daily basis.

Mission: Laying the foundation for success

Vision: One student at a time.

Director Approved August 21, 2025