

ROLE OF INDIGENOUS EDUCATION LEAD

Background

Guided by the High Prairie School Division's (HPSD's) vision, mission, and core values, the Indigenous Education Lead will work closely with our cohort of HPSD Indigenous Education Coaches, and with HPSD leadership, school administration and staff in support of Indigenous children in our schools. The Indigenous Education Lead will assist the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the Education Act, and Board Policy.

The Indigenous Education Lead is directly responsible and accountable to the Superintendent.

Procedures

The Indigenous Education Lead will have specific responsibilities for:

1. Student Learning

- 1.1. Provides leadership in fostering conditions which promote the improvement of educational opportunities for all students including Indigenous students.
- 1.2. Ensures appropriate Indigenous cultural programming is in place for all students.
- 1.3. Identifies, develops, and implements land-based learning opportunities for all students.
- 1.4. Provides leadership and strategies to improve achievement of Indigenous students.
- 1.5. Supports accountability for achievement of approved learning outcomes by Indigenous students.
- 1.6. Advances Truth and Reconciliation Calls to Action for all students.

2. Student Wellness

- 2.1. Provides support to ensure that each Indigenous student is provided with a welcoming, caring, respectful and safe environment that respects diversity and fosters a sense of belonging.
- 2.2. Supports the development of pathways beyond the residential school legacy for Indigenous students.
- 2.3. Develops and maintains positive and effective relations with provincial and federal government departments and regional/community agencies to enhance provision of services/supports to Indigenous students.

3. Human Resource Management

- 3.1. Supervises, evaluates, and reviews the performance of the Indigenous Education Coaches of Language and Culture and Indigenous Education.
- 3.2. Supports staff in accessing the professional learning and capacity building needed to meet the needs of students.

4. Fiscal Responsibility

- 4.1. Develops a departmental budget within the parameters and constraints of the HPSD budget.
- 4.2. Ensures the proper fiscal management of budget allocations.
- 4.3. Makes recommendations to the Superintendent regarding possible actions to increase the effective and efficient operations of Indigenous cultural programming for all students.
- 4.4. Operates in a fiscally prudent and responsible manner.

5. Policy/Administrative Procedures

- 5.1. Assists the Superintendent in the planning, development, implementation, and evaluation of Board policy within areas of responsibility.
- 5.2. Provides leadership in the planning, development, implementation, and evaluation of administrative procedures within areas of responsibility.
- 5.3. Ensures application of Board policy and administrative procedures as required in the performance of duties.

6. Organizational Management

- 6.1. Within areas of responsibility, demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Board mandates and timelines and adherence to Superintendent directives.
- 6.2. Contributes to an HPSD culture which facilitates positive results, effectively handles emergencies and deals with crisis situations in a team-oriented, collaborative, and cohesive fashion.
- 6.3. Facilitates collaboration with Indigenous leaders, organizations, and communities to establish strategic policy directions in support of optimal learning and success of Indigenous students.

7. Communications and Community Relations

- 7.1. Takes appropriate actions to ensure open, transparent internal and external communications are developed and maintained in areas of responsibility.
- 7.2. Ensures staff, students, and parents have a high level of satisfaction with the services provided and the responsiveness of the department.
- 7.3. Builds and sustains relationships with Indigenous parents, Elders, local leaders and community members.
- 7.4. Pursues opportunities and engages in practices to facilitate Reconciliation within the school community.

8. Superintendent Relations

- 8.1. Establishes and maintains positive, professional working relations with the Superintendent.
- 8.2. Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy and encourages staff to do the same.
- 8.3. Provides information which the Superintendent requires to perform the role in an exemplary fashion.
- 8.4. Serves on such committees as determined by the Superintendent.

9. Leadership Practices

- 9.1. Practices leadership in a manner that is viewed positively and has the support of those with whom they work in carrying out the Superintendent's expectations.
- 9.2. Exhibits a high level of personal, professional and organizational integrity.
- 9.3. Provides for an understanding of the historical, social, economic and political ramifications of:
 - 9.3.1. Treaties and agreements with First Nations;
 - 9.3.2. Agreements with Métis; and
 - 9.3.3. Residential schools and their legacy.

HPSD Appendices

Appendix 464A - Performance Assessment Guide (PAG) for Indigenous Education Lead

References

Education Act Sections 8, 33, 35.1, 52, 196, 197, 222
Employment Standards Code
Freedom of Information and Protection of Privacy Act
Labour Relations Code
Occupational Health and Safety Act
Leadership Quality Standard

Approved: February 28, 2024, July 3, 2024

Reviewed: