

Indigenous Student Success Consultant

Profile

The Indigenous Student Success Consultant must provide a full range of accessible, trusted, and professional services for the Division. This position will be a strategic thinker responsible for leading the school divisions strategic plan and work toward truth and reconciliation with respect to school division procedures, policies, facilities, employees and student learning. Building strong stakeholder relationships, aligned with the Division's Mission, Vision and Values is a key component of this position. The Indigenous Student Success Consultant assists the Deputy Director in fulfilling the general and specific aspects of their work.

Areas of assigned responsibility: Supervision of the Indigenous Community Workers, the Indigenous Student Achievement Coaches, the Indigenous Student Success Coach, the Cultural Advocate and First Nations Métis Education. The Indigenous Student Success Consultant is assigned the following specific areas of responsibilities:

Without restricting the generality of the overview above, the Indigenous Student Success Consultant shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

1. Student Welfare

Role Expectations:

- RE 1.1 Provides leadership and support in all matters related to indigenizing K-12 curriculum and school cultures.
- RE 1.2 Assists the Deputy Director in providing safe, positive learning environments for Indigenous students within areas of assigned responsibility.
- RE 1.3 Assists the Deputy Director in providing for the safety and welfare of Indigenous students while participating in school programs.
- RE 1.4 Establishes and leads the Indigenous student advisory council for the purpose of advancing Indigenous student engagement within the GSSD schools.

Quality Indicators relative to student well-being:

- QI 1.1 The Indigenous Student Success Consultant assists the Deputy Director in facilitating environments where Indigenous students feel safe and have high levels of intellectual engagement in areas of assigned responsibility.
- QI 1.2 The Indigenous Student Success Consultant prepares and provides an analysis of incident reports related to Indigenous student conduct (suspensions,

expulsions) for the Yorkton Regional High School, Kamsack Comprehensive Institute, Columbia School and Dr. Brass School.

- QI 1.3 The Indigenous Student Success Consultant assists the Deputy Director in utilizing performance metrics for the purpose of monitoring and evaluating operational performance relative to Indigenous student wellness.
- QI 1.4 The Indigenous Student Success Consultant assists the Deputy Director in monitoring and evaluating Indigenous student engagement within the GSSD schools.

2. Educational Leadership

Role Expectations:

- RE 2.1 Provides leadership in all matters relating to education in areas of assigned responsibility.
- RE 2.2 Assists the Deputy Director in ensuring Indigenous students in the Division have the opportunity to meet the standards of education set by the Minister.
- RE 2.3 Implements administrative procedures established by the Division relevant to areas of assigned responsibility.
- RE 2.4 Ensures accurate, regular, and effective evaluation of students within areas of assigned responsibility.

Quality Indicators relative to educational leadership:

- QI 2.1 The Indigenous Student Success Consultant conducts an analysis of Indigenous student success and ensures development of action plans to address concerns within the areas of assigned responsibility.
- QI 2.2 The Indigenous Student Success Consultant identifies trends and issues related to Indigenous student achievement to inform the setting of yearly priorities and outcomes.
- QI 2.3 The Indigenous Student Success Consultant meets all timelines with provision for appropriate Deputy Director input relative to the annual review of priorities and outcomes within areas of assigned responsibility.

3. Fiscal Responsibility

Role Expectations:

- RE 3.1 Ensure fiscal responsibility in relation to areas of assigned responsibility.

Quality Indicators relative to fiscal responsibility:

QI 3.1 The Indigenous Student Success Consultant ensures adequate internal financial controls exist and are being followed in areas of responsibility.

QI 3.2 The Indigenous Student Success Consultant reviews expenditures to ensure continuous improvement in terms of value for money.

4. Personnel Management

Role Expectations:

RE 4.1 Facilitate the selection of staff within areas of assigned responsibility.

RE 4.2 Provides direct supervision of Indigenous Student Achievement Coaches, Indigenous Community Workers and the Indigenous Student Success Coach resulting in the achievement of prescribed outcomes and student engagement and well-being.

Quality Indicators relative to personnel management:

QI 4.1 The Indigenous Student Success Consultant assists the Deputy Director with quality recruitment, orientation, staff development, disciplinary, evaluation and supervisory processes are developed and effectively implemented within areas of assigned responsibilities.

QI 4.2 The Indigenous Student Success Consultant models a commitment to personal and professional growth.

QI 4.3 High standards of instruction, research-based practices and professional improvement are fostered in areas of assigned responsibility.

QI 4.4 The Indigenous Student Success Consultant assists with the training of administrators and other school division personnel as assigned by the Deputy Director.

QI 4.5 The Indigenous Student Success Consultant models high ethical standards of conduct.

5. Policy and Administrative Procedures

Role Expectations:

RE 5.1 Implements assigned administrative procedures with integrity in a timely fashion.

Quality Indicators relative to policy role:

QI 5.1 The Indigenous Student Success Consultant ensures assigned APs are adhered to.

QI 5.2 The Indigenous Student Success Consultant demonstrates a knowledge of and respect for the role of the Deputy Director in the administrative procedure processes.

- QI 5.3 The Indigenous Student Success Consultant makes timely recommendations to the Deputy Director of Education regarding assigned administrative procedures to ensure they are kept current and effective

6. Indigenous Student Success Consultant / Deputy Director Relations

Role Expectations:

- RE 6.1 Establishes and maintains positive, professional working relations with the Deputy Director.
- RE 6.2 Honours and facilitates the implementation of the Deputy Director's roles and responsibilities.
- RE 6.3 Provides the information which the Deputy Director requires to perform their role.

Quality Indicators relative to Indigenous Student Success Consultant/Deputy Director relations:

- QI 6.1 The Indigenous Student Success Consultant keeps the Deputy Director informed about Division operations within areas of assigned responsibility.
- QI 6.2 The Indigenous Student Success Consultant interacts with the Deputy Director in an open, honest proactive and professional manner.
- QI 6.3 The Indigenous Student Success Consultant implements Deputy Director directions with integrity in a timely fashion, in order for the Deputy Director to perform her duties in an exemplary fashion.
- QI 6.6 The Indigenous Student Success Consultant develops, for the Deputy Director's review and approval, performance metrics in areas of assigned responsibility.

7. Strategic Planning & Reporting

Role Expectations:

- RE 7.1 Supports the strategic planning process.
- RE 7.2 Implements plans as approved.

Quality Indicators relative to strategic planning and reporting:

- QI 7.1 The Indigenous Student Success Consultant assists the Deputy Director in achieving the key results identified in the Education Sector Strategic Plan (ESSP) within areas of assigned responsibility.
- QI 7.2 The Indigenous Student Success Consultant reports at least annually on results achieved within areas of assigned responsibility.

8. Organizational Management

Role Expectations:

- RE 8.1 Demonstrates effective organizational skills resulting in Division compliance with all legal and Ministerial mandates and timelines within areas of assigned responsibility.

Quality Indicators relative to organizational management:

- QI 8.1 The Indigenous Student Success Consultant ensures compliance with all Ministry of Education and Division mandates (timelines and quality) within areas of assigned responsibility.

9. Communications and Community Relations

Role Expectations:

- RE 9.1 Takes appropriate actions to ensure positive external and internal communications are developed and maintained within areas of assigned responsibility.

Quality Indicators relative to communications and community relations:

- QI 9.1 The Indigenous Student Success Consultant represents the Division in a positive, professional manner.
- QI 9.2 The Indigenous Student Success Consultant manages conflict effectively.
- QI 9.3 Ensures information regarding Division initiatives and priorities are disseminated to stakeholders within areas of assigned responsibility.
- QI 9.4 The Indigenous Student Success Consultant serves as liaison between the Ministry of Education and the Deputy Director of Education.
- QI 9.5 The Indigenous Student Success Consultant serves as a liaison between the Deputy Director and Indigenous Student Achievement Coaches, Indigenous Community Workers, Indigenous Student Success Coach and the Cultural Advocate.
- QI 9.6 The Indigenous Student Success Consultant serves as a liaison between the Deputy Director and First Nation Métis representatives and First Nations Chief and Council for Cote First Nation, Keeseekoose First Nation, Key First Nation and Little Bone First Nation.

10. Leadership Practices

Role Expectations:

- RE 10.1 Practices leadership in a manner that is viewed positively and has the support of those with whom she works most directly in carrying out assigned responsibilities.

Quality Indicators relative to leadership practices: QI 10.1

- QI 10.1 Provides clear direction.

QI 10.2 Provides effective educational leadership.

QI 10.3 Establishes and maintains positive, professional working relationships with staff.

QI 10.4 Unites people toward achieving the Board's goals.

QI 10.5 Demonstrates a high commitment to the needs of Indigenous students.

QI 10.6 Subordinates trust the Indigenous Student Success Consultant.

QI 10.7 Empowers others.

QI 10.8 Effectively solves problems.