

## **NU-210 – BO2023**

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| Position:      | <b>Indigenous Cultural Board Advisor – Permanent (12-month position)</b> |
| Location:      | <b>Various CDSBEO Locations</b>  |
| Hours of work: | <b>35 hours per week</b>   |
| Salary:        | <b>\$49,960-\$59,475</b>   |
| Effective:     | <b>Immediately</b>   |

### **Note**

Please refer to the attached job description for further information.

### **Job Summary**

Reporting to the Superintendent of School Effectiveness responsible for Indigenous Teachings and working alongside the Indigenous Education Leads, the successful candidate will support the implementation of the Board's response to the Calls to Action of the TRC Report and will offer support to Indigenous activities within CDSBEO, including but not limited to outreach activities and public events.

### **Qualifications**

- Indigenous Community-based references;
- Keeper of Traditional Knowledge: preferable Algonquin or Mohawk teachings, Métis or Inuit;
- Experience working with Indigenous communities, committees and/or organizations with a proven record of working with Indigenous peoples;
- Some experience working in a school setting would be considered an asset.
- An ability to speak an indigenous language would be considered an asset.
- Proven ability in working as a member of a team and superior interpersonal skills to build positive working relationships, excellent written and verbal communication, presentation, and conflict resolution skills.
- Knowledge in the use of various software applications, including Microsoft Word and Outlook email;
- Valid driver's license and access to a reliable vehicle
- Satisfactory Criminal Record Check.

Send application and curriculum vitae no later than:

**Thursday, June 1, 2023 by 4:00pm**

e-mail: [hr@cdsbeo.on.ca](mailto:hr@cdsbeo.on.ca) | fax: (613) 258-3610

**CDSBEO is committed to providing an inclusive, accessible and barrier-free workplace. If you will require an accommodation during the job selection process, please let us know and we will work to meet your needs.**

## **A. Job Identification:**

Title:

Indigenous Cultural Board Advisor

Immediate Supervisor:

Superintendent of School Effectiveness for Indigenous Teachings

## **B. Job Summary:**

Reporting to the Superintendent of School Effectiveness responsible for Indigenous Teachings and working alongside the Indigenous Education Leads, the successful candidate will support the implementation of the Board's response to the Calls to Action of the TRC Report and will offer support to Indigenous activities within CDSBEO, including but not limited to outreach activities and public events. In this capacity, the successful candidate will support the implementation of Indigenous initiatives within the school board and liaise with school board staff and students and local Indigenous communities as requested. The incumbent will support the implementation of Indigenous initiatives of the Indigenous Education program.

## **C. Duties and Responsibilities:**

- Support the initiatives of the First Nations, Métis and Inuit Board Action Plan Initiatives by guiding culturally appropriate means of engaging with staff, students and community leaders.
- Provide advice and guidance on all aspects of integration of Indigenous worldview into the curriculum.
- Participate as an active member of the team that reports to the Indigenous Advisory Committee on culturally relevant and responsive planning processes.
- Acts as the liaison and in an advisory capacity to the Indigenous Program.
- Works closely with the Board's Indigenous Education Leads.
- Active member of the Board's Equity and Inclusion Committee.
- Assist with work and initiatives across the Board.
- Assist in the completion of reports and documents required by the Ministry, Senior Management, and the Board.
- Develop and maintain excellent relationships with Board staff and students.
- Attend Board meetings if requested.
- Perform other duties as assigned which are unplanned or of a transient nature and are consistent with the above job summary and duties.

## **D. Qualifications:**

- Indigenous Community-based references;
- Keeper of Traditional Knowledge: preferable Algonquin or Mohawk teachings, Métis or Inuit;
- Experience working with Indigenous communities, committees and/or organizations with a proven record of working with Indigenous peoples;
- Some experience working in a school setting would be considered an asset.
- An ability to speak an indigenous language would be considered an asset.
- Proven ability in working as a member of a team and superior interpersonal skills to build positive working relationships, excellent written and verbal communication, presentation, and conflict resolution skills.
- Knowledge in the use of various software applications, including Microsoft Word and Outlook email;
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