

SCHOOL DISTRICT NO. 48 (SEA TO SKY)

ADMINISTRATIVE PROCEDURES SERIES 300 - ADMINISTRATION

AP 301	SENIOR ADMINISTRATIVE PERSONNEL
AP 301.1.	Senior Management and District Organization

AP 301.1.15 DISTRICT ADMINISTRATOR - Aboriginal Education

1. Immediate Supervisor:
Director of Instruction

2. Core Responsibilities:

The District Administrator works with the Superintendent, School Principals, Teachers, District Staff, Aboriginal Communities and Aboriginal Education Departments to improve Aboriginal Student Success. The District Administrator – Aboriginal Education provides support to the Director of Instruction in carrying out the Board of Education objectives, administering its policies and providing leadership in educational administration and instructional practice in the district. The District Administrator oversees the implementation of the Aboriginal Education Enhancement Agreement, Aboriginal Education program/services and the allocation of resources through Targeted Funding

3. Details of Responsibilities

- 3.01 Participates as a member of the District Management Committee and District Office Education Committee.
- 3.02 Provides leadership and support for the Enhancement Agreement (EA), District Achievement Contract, and District Educational Plan
- 3.03 Facilitates meetings with the Enhancement Agreement Steering Committee for the purpose of overseeing the implementation of the Aboriginal Education Enhancement Agreement.
- 3.04 Facilitates meetings with the Aboriginal Education Advisory committee that provides on-going advice and support in the achievement of the goals of the EA.
- 3.05 Facilitates meetings with 'Shared Learnings' and Cultural Resource committee to create locally developed curriculum, curriculum materials, and workshops for teachers.
- 3.06 Establishes and maintains effective ways of identifying and documenting Aboriginal programs and services.
- 3.07 Works with the Targeted Funding committees (north and south) to determine, plan and organize services and programs in the district to meet the needs of Aboriginal students.
- 3.08 Identifies the fiscal and human resources to provide appropriate services to Aboriginal students and oversees the equitable allocation of these resources.

- 3.09 Provides advice and assistance to support school based principals, vice principals and teachers in meeting their obligations to Aboriginal students.
- 3.10 Provides advice and assistance in the development of district policies and procedures related to Aboriginal students.
- 3.11 Plans and coordinates staff development programs for personnel working with Aboriginal students.
- 3.12 Monitors program quality for Aboriginal students.
- 3.13 Liaises with Ministry of Education, Enhancement Branch.
- 3.14 Communicates regularly and effectively with SD 48 colleagues and Aboriginal communities and partners on matters related to Aboriginal education.
- 3.15 Acts as an Aboriginal Education resource within and outside the district.
- 3.16 Promotes at all times a high standard of professional leadership within the district.
- 3.17 Establishes a continuing professional learning program.
- 3.18 Establishes personal and professional goals and objectives to be reviewed annually with the Superintendent Schools.
- 3.19 Performs other duties as assigned by the Superintendent of Schools or designate.

4. Specific Tasks include:

- 4.01 Provides leadership and support for Aboriginal Education.
- 4.02 Supports and monitors of Aboriginal services and programs.
- 4.03 Provides Aboriginal Education in-service.
- 4.04 Completes Ministry of Education reports i.e. Enhancement Agreement and Annual Report.
- 4.05 Maintains information systems necessary for planning and reporting data on Aboriginal students.
- 4.06 Mentors Aboriginal support staff.
- 4.07 Writes grant applications
- 4.08 Prepares service plans and targeted funding budgets
- 4.09 Manages and authorizes budget lines
- 4.10 Presentations to School Board, principals, teachers, support workers, parents and community.