



Gwa'sala-'Nakwaxda'xw School Gwa'sala-'Nakwaxda'xw Daycare



Position Title: Family Involvement Coordinator

Hours: Full-time- 70 hours bi-weekly, some flexibility required (possibility of evenings)

Term: One-year position with the possibility of continuation, start date of August 19, 2024

Wage: \$25 - \$30 based on experience

Department: Education (Gwa'sala-'Nakwaxda'xw School and Gwa'sala-'Nakwaxda'xw Daycare)

Reports To: School Principal and works closely with Daycare Manager

SUMMARY: The role of the Family Involvement Coordinator is to promote and increase parent/guardian, family, and community involvement in their child's education, and to foster positive relationships between the GNN community and the Gwa'sala-'Nakwaxda'xw School and Daycare.

RESPONSIBILITIES:

- help develop strategies to minimize student absence and increase parental involvement in educational activities
- conduct meetings, workshops, or other activities to increase parent/guardian, family, and community engagement in education, including the Gwa'sala-'Nakwaxda'xw School Parent's Club
- increase awareness of parent/guardian, family, and community engagement events and opportunities
- support teachers and staff to develop strong partnerships and enhance communication with parents/families/community
- making home visits
- perform other duties, as assigned

QUALIFICATIONS:

- Minimum of grade 12 or post-secondary education
- Previous experience working with the Gwa'sala-'Nakwaxda'xw community
- Able to pass a criminal record check
- Valid class 5 driver's license and vehicle

SKILLS, KNOWLEDGE AND ABILITIES:

- Ability to develop effective working relationships with school and daycare staff
- Excellent communication and organizational skills
- Self-motivated and can work independently
- Ability to understand and effectively carry out oral and written instructions
- Ability to use a computer (word processing) for record-keeping and correspondence

This position is open until filled. Only those short-listed will be contacted. Please e-mail applications, including a cover letter stating your interest, a current resume listing experience, qualifications and references to:

Reed Allen - Principal
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