

Job Title:	Cultural Worker	Job Category:	Education
Department/Group:	Education	Job Code/ Req#:	6406
Location:	517-7 th ave Keremeos, B.C.	Travel Required:	N/A
Salary Range:	\$28-\$30 DOE	Position Type:	Full-time
HR Contact:	Diane Wood	Date posted:	March 18, 2024
Will Train Applicant(s):	N/A	Posting Expires:	Until filled
Resumes & Cover Letter accepted by:			
E-mail: hr@lsib.net Attention: Diane Wood		Mail: Lower Similkameen Indian Band Box 100 Keremeos, BC VOX 1N0 Attn: Diane Wood	

PROGRAM

To support the community with a vision of combining Language with the tactics of modern education to provide our community with an encompassing future. We believe the union of Indigenous tradition and academic excellence can live in one house in harmony for the betterment of all.

The Lower Similkameen Indian Band recognizes the value placed on lifelong learning and will strive to incorporate a multi-generational approach as part of the learning.

PURPOSE OF THE POSITION

To plan and deliver Syilx Cultural programs in a safe atmosphere.

SUPERVISION RECEIVED

The smelqmix Cultural worker operates under the direct supervision of the Education Team Lead.

SUPERVISION EXERCISED

The smelqmix Cultural worker does not supervise employees.

DUTIES AND RESPONSIBILITIES:

- Interacts with a wide variety of Band employees as well as stakeholders including parents, guardians, other community members.
- Provides Cultural education to Community and staff members;
- Maintains records related to student progress, including regular anecdotal reports to students and community members;
- Attends departmental meetings and education wide events as required by the Team Lead;
- Works closely with team lead to integrate smelqmix Culture into regular classes attended by community members;
- Promotes a positive indoor/outdoor classroom learning spaces;
- Adapts teaching methods and instructional materials to meet students' varying needs and interests;
- Coordinates cultural resource people to participate in school programs;
- Advocates to have continually increased use of the smelqmix Culture within the classroom and community environment;

- Plans and conducts activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate;
- Instructs students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations.
- Develops and maintains yearly, monthly, and daily instructional plans;
- Establishes and enforces rules for behavior and procedures for maintaining order among the students for whom they are responsible;
- Maintains effective discipline and a safe learning environment in the classroom, fieldtrips or other school-sponsored events;
- Provides innovative teaching strategies that enhance and support each individual student's learning
- Tracks activities, special visitors, field trips and other relevant information for reporting to community members and funding agencies;
- Liaises with the Education Team Lead, school staff, and parent/guardians to support student/community success;
- Maintains a neat, orderly and attractive learning and working environment;
- Participates in relevant training or workshops/training identified by the Education Team Lead to enhance program services;
- Orders instructional supplies for classroom use and maintains an inventory when required or needed;
- Monitors areas of responsibility for opportunities for improvement and innovation and works proactively to implement these;
- Ensures that service quality standards are maintained and consistently delivered in all areas of responsibility;
- Develops effective working relationships with students, families and co-workers by assisting in the resolution of issues and complaints and refers them to the Education Team Lead when required;
- Presents a professional, positive and helpful attitude at all times when interacting with students, families, co-workers and community members;
- Promotes a safe workplace; ensures that all established safety procedures are followed;
- Carries out other duties essential to the position as directed by the Education Team Lead.

FINANCIAL RESPONSIBILITY

The smelqmix Cultural Worker should understand excel, applying for grants, and proposals, being able to manage projects and timelines associated to the reporting periods.

EDUCATION AND EXPERIENCE

- Valid BC Professional Teaching Certificate and a member in good standing with the BC College of Teachers; or a Language Teacher exemption the BC Ministry of Education;
- Advanced ability to speak the Syilx language and thorough knowledge of the Syilx culture is required;
- Previous teaching experience;
- Experience teaching in multi-level language speaking classrooms an asset;

- Clean criminal record check required.

KNOWLEDGE, SKILLS AND ABILITIES

- Superior interpersonal and organizational skills and extremely detail-oriented;
- Advanced verbal and written communication skills;
- Ability to connect and build relationships with community in a positive way to encourage engagement, participation and have fun;
- Ability to provide, obtain or follow clear, concise and accurate information orally and in writing (including spelling, grammar, context and structure);
- Ability to support students, community members, consult with parents, and work collaboratively with staff;
- Ability to integrate use of technology to support an effective learning environment;
- Ability to establish and maintain respectful, cooperative and productive working relationships with a variety of individuals to complete work assignments;
- Ability to work independently with limited direction, set priorities, take initiative, and meet deadlines;
- Ability to effectively communicate and respond to requests or inquiries from LSIB staff and stakeholders;
- Ability to maintain strict confidentiality and to exercise sound judgment and discretion when dealing with sensitive issues;
- Ability to deal effectively and efficiently with occasionally aggressive or demanding individuals to provide or obtain information to clarify or resolve issues;
- Ability to following safe work procedures;
- Strong work ethic including the ability to take initiative; to attend work on a regular and consistent basis, and to demonstrate a collaborative approach to problem solving.

COMMITTEES

- Professional learning communities.

OTHER FACTORS Culture/Language

- Advanced ability to speak the Syilx language and thorough knowledge of the Syilx culture is required.

PERSONAL ATTRIBUTES

- The smelqmix Cultural Worker maintains strict confidentiality in performing his/her duties and demonstrates the following personal attributes: Integrity, Respect, Trust, Honesty, Compassion, Accountability

WORKING CONDITIONS - Physical Demands

- Lifting (approximately 25 lbs);
- Climbing (, stairs, etc.);
- Bending or stooping;
- Extended periods of standing or walking;
- Potential for work in outdoors inclement weather conditions;

- Potential for conflict from students, families, the public or Band members;
- May be required to attend meetings and community events outside of normal office hours and may be required to travel out of town for meetings.

TOOLS/EQUIPMENT

- Office tools and equipment such as computers, laptops, scanners, photocopiers, calculators, fax machines, telephone system, and sets-up audio-visual equipment for teaching purposes;
- Computer applications such as databases, electronic mail, spreadsheets, and word processing.

TIME MANAGEMENT

- Occasionally encounters emergencies and potentially stressful situations.

COMPETENCIES

Core Competencies

Respect/Collaboration

Trust & Honesty/Building Trust

Compassion

Accountability/Taking Initiative

Education Focused Competencies

Planning, Organizing and Co-ordinating

Conflict Management

Customer Service

Delivering Results (Productivity and Personal Growth)

Functional Knowledge and Skills

Teamwork and Co-operation

Communication (Written and Oral)

Technology

COMPETENCIES DEFINED

CORE COMPETENCIES

Respect/Collaboration

RESPECT: Treats all people with dignity, respect and fairness. Resolves interpersonal conflicts constructively. Shares time, energy and knowledge with others to ensure they can succeed.

INCLUSIVENESS: Demonstrates awareness and respect of cultural and individual values. Appreciates and leverages the strengths of others to accomplish goals, regardless of background. Listens to ideas from others, even when different from own. Is careful to ensure all sides are heard before reaching a conclusion.

Trust & Honesty/Building Trust

HONEST: Behaves and expresses oneself in an open and honest manner. Is consistent in word and actions. Tells the truth even when it is difficult. Shares information accurately, completely and appropriately.

COMMITTED: Follows through on assignments and commitments. Supports LSIB goals and initiatives. Adheres to all policies and procedures.

Compassion Genuinely cares about people; is concerned with their problems; is available and ready to help; demonstrates real empathy with the joys and pains of others.

Accountability/Taking Initiative Responds appropriately on own to improve outcomes, processes or measurements. Assumes responsibility and leadership when asked. Accomplishes goals independently, with little need for supervision. Takes ownership and accountability for own performance. Seeks out and/or accepts additional responsibilities in the context of the job. Identifies problems, obstacles or

opportunities and takes appropriate action to address current or future problems or opportunities. Proactively doing things and not simply thinking about future actions.

EDUCATION FOCUSED COMPETENCIES

Planning, Organizing and Co-ordinating involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.

Conflict Management is the ability to develop working relationships that facilitate the prevention and/or resolution of conflicts within the organization.

Customer Service is the ability to anticipate and meet the needs of both internal and external customers. Delivers high-quality products and services; is committed to continuous improvement. Understanding and meeting the needs of clients (clients are individuals or groups who use the department's services).

Delivering Results (Productivity and Personal Growth) Strives to consistently achieve excellence in all tasks and goals. Maintains focus and perseveres in the face of obstacles. Uses time efficiently and responds quickly and constructively when confronted with challenges. Prioritizes tasks based on importance. Ensures job knowledge and skills are current and valuable. Receptive to feedback.

Functional Knowledge and Skills Demonstrates skills and knowledge relevant to one's own function or work group. Applies current best practices in discipline or specialty area. Stays aware of major developments in discipline or specialty area. Recognized by customers and team members for functional knowledge and skills.

Teamwork and Co-operation is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals.

Communication (Written and Oral) Provides regular, consistent, and meaningful information. Listens carefully to others and ensures message is understood. Ensures important matters are shared with all appropriate parties. Communicates in a clear and concise manner. Uses appropriate grammar, pronunciation and tone to enhance understanding. Demonstrates professionalism through body language, including eye-contact and posture. Tailors' communication style to needs of the recipient.

Technology is the ability to accurately and thoroughly utilize office technology and to demonstrate practical knowledge of information management, email management and privacy protection issues