

POSITION TITLE: Michif Language Keeper

Reports to: **Principal**

Function/Purpose:

The Michif Language Keeper's primary purpose is to provide support in the inclusion of Métis culture and language within kindergarten programming.

Required Education, Knowledge, Qualifications and Experience:

- A Grade 12 diploma from a provincially recognized institution.
- One year of post-secondary training in a program such as Early Childhood Development, Teacher Assistant, Youth Worker or Rehabilitation Worker or equivalent post-secondary education in a related area from a provincially recognized institution is considered to be a strong asset.
- Strong understanding of Métis culture, language, history, traditions, values and perspectives
- An understanding and appreciation for the Indigenous peoples' culture.
- A valid driver's license.

Required Skills and Abilities:

Demonstrated capability and performance in the areas of:

- Team building and collaboration
- Working with minimal supervision
- Organizational skills
- Excellent written and oral skills
- Interpersonal and communication skills
- Initiative and adaptability.
- Prioritizing multiple demands.
- Trustworthy and Respectful
- Approachable and Accessible
- Flexible and Collaborative

Duties and Responsibilities:

Without restricting the generality of the description above, the Michif Language Keeper shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- To work with Northwest School Division staff in developing and sustaining environments that are inclusive and respectful of First Nations, Inuit and Metis students, families, and communities
- To promote the inclusion of Métis teachings into curricula and school events
- To assist in improving First Nations, Inuit and Métis students' self esteem and knowledge; strengthening their identity and pride in their cultural background
- Support the teacher in planning the delivery of the Michif language
- Deal tactfully with staff, students, parents and the public
- Assist in preparation/production of instructional materials and modifications

Page 2 – Michif Language Keeper - Job Description

- Support students in their participation in activities in the community
- Be willing to engage in lifelong learning with respect to training, in-service and courses of study.
- Uphold an exemplary professional image, remaining aware that our actions and words are a direct reflection of Northwest School Division.
- Respect the privacy of students and families and take all reasonable and legal measures to ensure that such privacy is maintained both professionally and through the use of technology.
- Comply with all legal obligations and not knowingly violate any legislated act, regulation or by-law that relates to the delivery of professional services.
- Be knowledgeable and supportive of applicable Board policies.
- Other duties as assigned

Judgment, Independence and Client Contact:

- **Confidentiality:**
The Michif Language Keeper is expected to respect the confidential nature of the position by avoiding discussion of any topics that are not formally communicated to the public by the administration of the school or the school division. Information regarding a student, staff member or board member must not be discussed in public or with any person not authorized to receive that information. Exchange of personal information within the system shall be on a “need to know” basis. Breaching confidentiality is a serious violation of acceptable conduct and is grounds for disciplinary action up to and including termination of employment with the Board of Education.
- **Independence:**
The Michif Language Keeper is expected to take initiative and work independently.
- **Working Jointly with Other Staff on Common Assignments or Tasks:**
This position involves working jointly with other staff, teachers and school-based administration on a daily basis.

New appointees will undergo a ten (10) month probationary period.

Mission: Laying the foundation for success

Vision: One student at a time.

Director Approved September 2021