

**Kitasoo/Xai'Xais First Nation
Operations Manual**

**Section 6
Education/School Program**



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6.01 Introduction - The Kitsoo Educational Authority (KEA) sincerely believes that the success of its school will depend on the meaningful involvement of the entire community in the education of its members. Community members must form a large and integral part of the formal structure of the school, and are encouraged to provide continuous input into all educational functions within the community. Only through such an approach can realistic goals and objectives be formulated.

The main objective of the KEA shall be therefore, to ensure that all students learn to accept their responsibilities as members of the community as we firmly believe the success of the students will dictate the future of the community. It is the school responsibility to provide its students with the skills and knowledge necessary for active and informed participation in all aspects of community life, be it vocational, cultural, social, or recreational.

In addition, the school, through a curriculum which meets as closely as possible the standards set by the Provincial Ministry of Education for schools under its jurisdiction, must provide the students with the skills and knowledge necessary for whatever vocational choices they may choose to pursue. The school must make every effort to enable its students to reach their personal goals.

Lastly, the school must impress upon the students the importance of their Native heritage and culture so that they may significantly contribute to the progress of the community and of the Band in the future.

6.02 Education/School Program – The Kitsoo Band Council through their Committee, the Kitsoo Educational Authority, delivers the Education/School Program to the Membership with such services as may be more particularly specified in the approved Education/School Program budgets, as may exist from time to time.

6.03 Education Department Organizational Structure – The organizational structure for the Education Department is shown on the Education Department Organizational Chart in **Appendix “6A”** with lines of authority as indicated.

6.04 Kitsoo Educational Authority (School Committee) – The Kitsoo Educational Authority is a Committee made up of five (5) adult members of the Kitsoo/Xai’Xais First Nation. Two (2) of the Committee members are appointed by Chief & Council with one of the appointee being the Councillor holding the Education Portfolio. The remaining three (3) Committee members are elected by the membership. All Committee members serve on the Committee for a term of two (2) years. The Terms of Reference of the Kitsoo Educational Authority and Rules of Operation are as contained in **Appendix “6B”**.

6.05 Education Department Job Descriptions – The job descriptions for the personnel working within the Education Department are as follows:

- a. **Education Department Manager (School Principal)** attached and marked as **Appendix “6C”**;
- b. **School Administrator** attached and marked as **Appendix “6D”**;
- c. **Teacher** attached and marked as **Appendix “6E”**;
- d. **Educational Assistant** attached and marked as **Appendix “6F”**;
- e. **Home School Coordinator** attached and marked as **Appendix “6G”**;

- f. **Cultural Education & Language Instructor** attached and marked as **Appendix “6H”**;
- g. **Environmental Stewardship Program Leader** attached and marked as **Appendix “6I”**;
- h. **School Janitor/Custodian** attached and marked as **Appendix “6J”**.

The job for each of the above is determined at the time each such person is hired, which job description is in writing. Each job description for the Education Department/School Program Personnel incorporates by reference the provisions contained in the Operations Manual. The School Principal in consultation with the Kitasoo Educational Authority may vary the above job descriptions from time to time, and in the event a new job is created or an existing job is materially changed, then the approval of Band Council is required.

6.06 Hiring & Firing – The following are the hiring/appointment and firing/removal rules as they relate to the Education Department:

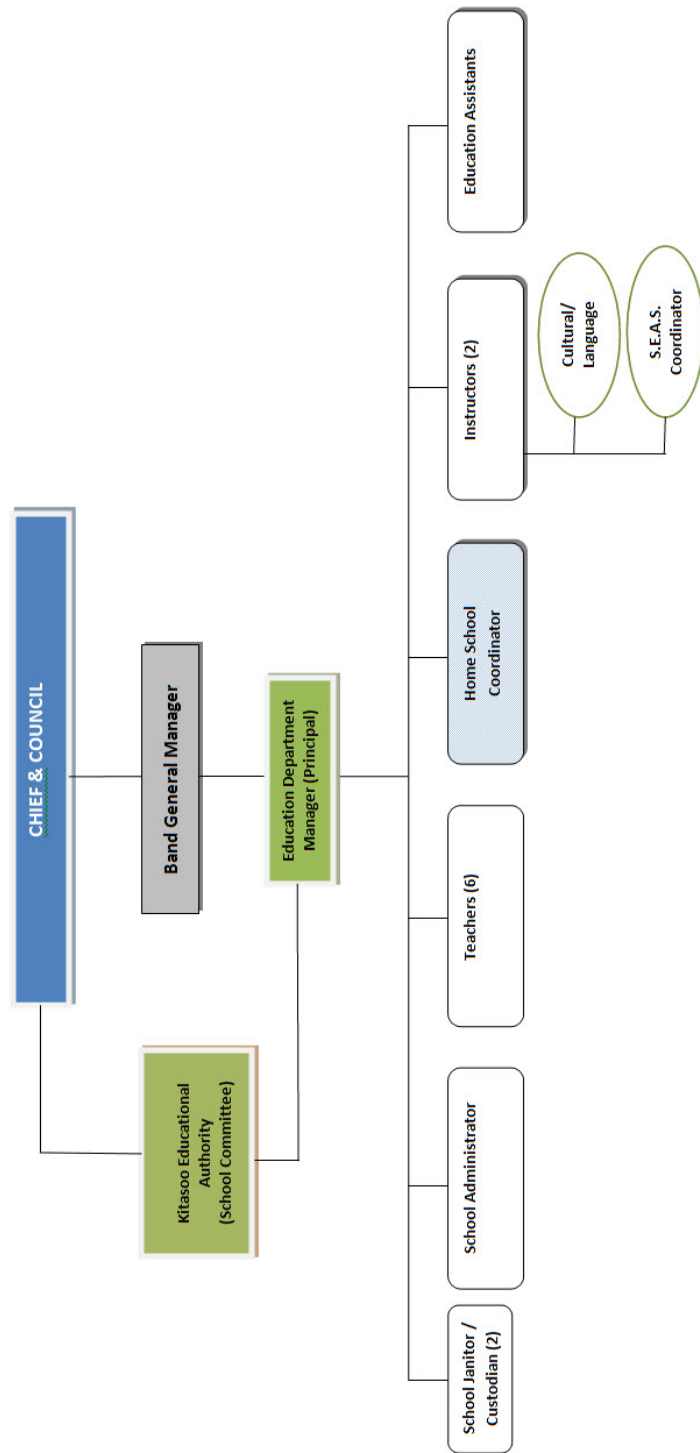
- a. **Kitasoo Educational Authority (School Committee)** – The Government appointees on the Kitasoo Educational Authority are appointed and removed by the Government with no right to appeal. The elected Committee Members are elected by the community at a Band meeting and can be removed by vote of the community.
- b. **Education Department Manager (School Principal)** - The School Principal is hired by the Government on the recommendation of the Kitasoo Educational Authority (KEA) and is dismissed by the Band General Manager or Government on recommendation of the KEA. If the Principal is dismissed by the Band General Manager, the Principal has a right to appeal to the Government. If the Principal is dismissed by the Government, there is no further right of appeal within the organization.
- c. **Teaching Personnel** – All Teaching Personnel are hired by the Government on the joint recommendation of the KEA and the Principal. The Band General Manager can dismiss Teaching Personnel on joint recommendation of the KEA and the Principal. The Teaching Personnel have the right to appeal to the Government.
- d. **Non Teaching Education Department Personnel** – Non teaching personnel working under the Education Department Manager (School Principal) are hired by the Band General Manager in consultation with the Government and on recommendation from KEA and the Principal. The Band General Manager can dismiss the non teaching Education Department personnel on recommendation from the KEA and the Principal. Non teaching personnel have the right to appeal to the Government.

6.07 Kitasoo Educational Authority (School Committee) Meetings – The following applies with respect to Kitasoo Educational Authority Meetings:

- a. **Standing Meetings** – The Kitasoo Educational Authority meets once per month in accordance with the Schedule of Standing Meetings, and such other meetings as may be required and approved by Chief & Council;
- b. **Standing Agenda** – The Standing Agenda for the Kitasoo Educational Authority meetings is as contained in **Appendix “6K”**;
- c. **Standing Chairperson** - The Kitasoo Educational Authority appoints one (1) of their number as the Standing Chairperson for the KEA meetings which person holds such position until

otherwise changed by the KEA. The duties of the Chairperson are set out in the Kitasoo Educational Authority Terms of Reference;

- d. **Standing Secretary** – The Standing Secretary for the Kitasoo Educational Authority is the School Administrator, in the absence of the School Administrator, then the KEA selects a Secretary from among their number;
 - e. **Minutes** - The Kitasoo Educational Authority keeps their minutes in a standard format similar to the sample minutes as contained in **Appendix “6L”**, and the management of such minutes are subject to the procedures as contained in the Operations Manual;
 - f. **Kitasoo Educational Authority Operations** – The Kitasoo Educational Authority operates in accordance with the rules contained in the Terms of Reference of the Kitasoo Educational Authority.
- 6.08 Education Department/School Program Financial Information** – The Education Department Manager (School Principal) in collaboration with the Kitasoo Educational Authority implements and follows the Financial Information Flow as described in the Operations Manual, subject to the direction of the Finance Officer.
- 6.09 Education Department/School Program Service Delivery Information** – The Education Department Manager (School Principal), in collaboration with the Kitasoo Educational Authority prepares a monthly Service Delivery Status Report that is delivered at the monthly management meeting with the Band General Manager as per the Service Delivery Information Flow specified in the Operations Manual, subject to the direction of the Band General Manager.
- 6.10 Education Department/School Program Compliance** – The Education Department Manager (School Principal), the Kitasoo Educational Authority and all School Personnel comply with the provisions contained in the Operations Manual.
- 6.11 Education Department/School Program Policies and Procedures** – The Education Department/School Program Internal Policies and Procedures are as contained in **Appendix “6M”**. Any changes to the Education Department/School Program Internal Policies and Procedures are as recommended by the Kitasoo Educational Authority in consultation with the School Principal. The Government approves any changes to the internal Education Department/School Program Policies and Procedures.



The **Kitasoo Educational Authority** (“KEA”), also referred to as (“**the School Committee**”) of the Kitasoo/Xai’Xais First Nation is subject to the provisions in the Operations Manual, and have the following Terms of Reference:

Appointment and Removal

- 1. Structure** – The Kitasoo Educational Authority consists of five (5) members. Two members are appointed by Band Council, one of whom is the Councillor holding the Education Portfolio. The Government Appointments are made through a Band Council Resolution. Three members of the KEA are elected by the community. All KEA members are in position for a two year term commencing July 1st of that year.
- 2. Qualifications** – The selection of a Government Appointee is determined in the absolute discretion of the Government. Community members who possess the following recommended qualifications may be qualified to become a Kitasoo Educational Authority member:
 - a. Is an adult member of the Kitasoo/Xai’Xais First Nation and is qualified to vote in the Band elections;
 - b. Is not a current employee working within the Kitasoo Education Department;
 - c. Is a full time resident of Klemtu;
 - d. Has a strong interest in enhancing education services;
 - e. Has a good level of education or alternatively understands and appreciates the benefits of an education;
 - f. Is a positive role model for the children attending the Kitasoo Community School and the parents of such children.
- 3. Removal or Resignation** – Such persons remain members of the Kitasoo Educational Authority for the term of office until disqualified from being a KEA member under the Kitasoo Educational Authority Terms of Reference. Otherwise, Band Council Appointees can be removed by Band Council Resolution and elected KEA members can be removed by a community vote.
- 4. Vacancy** - In the event of a vacancy on the Kitasoo Educational Authority, the KEA will advise Band Council and Band Council will appoint someone to fill such vacancy within thirty (30) days of receiving notice of such position becoming vacant. Until the position is filled, the KEA can hold meetings provided that a quorum is present.
- 5. Disqualification:** A member of the Kitasoo Educational Authority is disqualified from holding office for any of the following reasons:
 - a. Term expires;
 - b. Being absent for three (3) consecutive KEA meetings, unless the majority of the balance of the KEA members declare, in writing that the reason of such absenteeism is acceptable;
 - c. Declared mentally incompetent;
 - d. Is convicted of an indictable offence while being a KEA member, with such member being suspended from holding office from the date such charges came to the attention of the KEA until

such charges are disposed by law. A suspended KEA member does not have to be replaced during the suspension period;

- e. Resigns.
6. **Quorum** – A simple majority of the Kitsoo Educational Authority members present at a meeting constitutes a quorum to hold a meeting, and a simple majority of the KEA members present at a meeting is required to pass motions.
7. **Notice to KEA Members** – Other than for Standing Meetings as contained in the Schedule of Standing Meetings, each Kitsoo Educational Authority members must receive at least forty eight (48) hours notice of meeting, unless all of the KEA members waive such notice.
8. **Notice to Public** – All Kitsoo Educational Authority meetings are public meetings and are open to members of the community. Notice of meeting including date, time, place and main topic to be discussed at the meeting will be posted well in advance and by appropriate means for the public to be informed.
9. **Chairperson and Vice-Chairperson** – The Kitsoo Educational Authority appoints one of their number as the Standing Chairperson for the KEA, and one of their number as Vice-Chairperson, which persons hold such position until otherwise changed by the KEA. The Chairperson conducts the following duties:
 - a. Preside at all KEA meetings;
 - b. Establish and distribute the Agenda for each KEA meeting;
 - c. Rule on questions of order at KEA meetings;
 - d. May set specific time limit for discussion on any matter before the KEA or may require certain procedures prior to the matter being discussed;
 - e. Possess the same rights as other KEA members in the matters of offering resolution, proposing motions, and the like and shall have the right to vote on all motions;
 - f. Call special meetings of the KEA once approval is obtained from Band Council;
 - g. May appoint any KEA members to a representative position on special committees as required;
 - h. Is responsible for notifying all concerned parties about all Standing and Special Meetings of the KEA;
 - i. In the event the Chairperson is absent for a meeting, the Vice-Chairperson shall have the duties outline above.
10. **Secretary** – The Standing Secretary for the Kitsoo Educational Authority is the School Administrator and in the absence of the School Administrator, then the KEA selects the Secretary from among their number. For in camera meetings the Secretary is absent from the in camera meeting at the option of the KEA.
11. **School Principal** – The School Principal attends all Kitsoo Educational Authority Meetings, except in camera meetings and provides reports and information to the KEA as required.

Kitsoo Educational Authority Functions

12. Kitasoo Educational Authority Functions – In addition to any functions as may be specified in the Operations Manual, the Kitasoo Educational Authority has the following functions:

- a. Service Delivery** – The Kitasoo Educational Authority has the primary purpose of monitoring and evaluating the quality of education service delivery at the Kitasoo Community School with a view to have the greatest number of students resident in the community to attend the Kitasoo Community School and receive an education in accordance with the highest standards possible;
- b. Aims and Objectives** – The aims and objectives of the Kitasoo Educational Authority and Education in the Kitasoo Community School are the following:
 - i.** To develop internal school policies which will cause the school to accurately reflect the educational needs and desires of the community;
 - ii.** To seek and recommend for hire teaching personnel who share the KEA’s educational philosophy;
 - iii.** To develop and provide the necessary information for planning, organizing, administrating and evaluating the school system to ensure effectiveness;
 - iv.** To provide support to the School Principal in managing the school system in accordance with accepted principles;
 - v.** To develop to the full potential of students as an individual and contributors to society;
 - vi.** To develop the characteristic of honesty, friendliness, cooperation and respect in all students;
 - vii.** To foster to the development of the full potential of each student in terms of their skills, understandings, aptitudes and values in their pursuit to achieve academic excellence;
 - viii.** To encourage each student to think critically and to communicate ideas logically and effectively;
 - ix.** To encourage and promote a sense of cultural identity and heritage among the students, both individually and collectively;
 - x.** To provide for and encourage the values of healthy living and physical well-being among the students;
 - xi.** To assist all students to learn to the best of their ability, and to provide an environment that meets the need of each individual student;
 - xii.** To encourage parental involvement in the education of their children;
 - xiii.** To encourage public involvement in education;
 - xiv.** To foster the ability of students to be independent learners;
 - xv.** To provide a healthy and safe learning environment for students.

- c. **Meetings** – The Kitsoo Educational Authority meets monthly in accordance with the Schedule of Standing Meetings and such other meetings as approved by Band Council.
- i. KEA Standing Meetings are held on the second Wednesday of each month between the hours of 9:00 AM and 4:30 PM and may be extended by approved motion.
 - ii. The Chairperson may order postponement or cancellation of a meeting due to extraordinary cause.
 - iii. In-Camera sessions may be held to discuss matters of confidential nature relating to employees, students or any other personal matters. At the conclusion of the in-camera session, the regular meeting shall be reconvened to record the decision of the “in-camera” session.
 - iv. Special meetings of the KEA may be called by the Chairperson or upon written request of a majority of the KEA members with prior approval of Band Council. No business other than that for which the meeting was called shall be conducted at the special meeting. KEA shall decide on attendance at special meetings depending on the matters being discussed.
 - v. The public, including media, shall be permitted to attend KEA meetings. Persons other than KEA members and/or persons requested to attend shall not be permitted to attend “in-camera” sessions of the meeting.
- d. **Kitsoo Educational Authority Members Honorarium** – Kitsoo Educational Authority members are entitled to receive honorarium as prescribed in the Operations Manual (Finance Policy - Section 4.10).
- e. **General Band Meetings** – The Kitsoo Educational Authority Chairperson may be called by Band Council from time to time to present quarterly and annual Education Program Service Delivery Reports at designated General Band Meetings.
- f. **Employees** - The Kitsoo Educational Authority has the following authority relating to School Personnel:
- **Principal** – The KEA screens candidates for the position of Principal and makes recommendation to the Government to hire the Principal. The employment of the Principal is in the form of a contract of employment signed by the Government and the Principal. The Band General Manager, on recommendation of KEA and in consultation with the Government can dismiss the Principal. The Principal has a right of an appeal to the Government in the event the Band General Manager dismissed the Principal.
 - **Teachers, Instructors, Substitute Teachers and Educational Assistants (Teaching Personnel)** – Representatives of the KEA has the option of attending job interviews, and together with the Principal makes a joint recommendation to the Government to enter into a contract of employment with a Teaching Personnel. The employment of a Teaching Personnel is in the form of a Contract of Employment signed by the Government and the subject employee. The Band General Manager on joint recommendation from the Principal and the KEA can dismiss a Teaching Employee. The dismissed Teaching Employee has the final right to appeal to the Government.

- **Non Teaching Education Department Personnel** – Non Teaching Education Department Personnel is hired and dismissed by the Band General Manager in consultation with the Government and on recommendation of the Principal and the KEA. A dismissed Non Teaching Education Department Employee has a final right of appeal to the Government.
- g. Service Contracts** – The Kitasoo Educational Authority makes recommendations to the Government to enter into contracts associated with the Education Department and School Program as the KEA considers appropriate. The KEA insures the Service Contractors comply with the terms and conditions of the signed contract and advises the Government in the event of a breach of contract or sub standard service by the Contractors.
- h. Education Program/School Internal Policies and Procedures** – The Kitasoo Educational Authority, in collaboration with the Principal, formulates the Education Department/School Program Internal Policies and Procedures with the overall objectives to promote the effective and efficient operation and management of the School and the education of the students. Oversees compliance with such policies and procedures. Subject to consistency with comparable Provincial Legislation, authorize and approve the course of instruction to be used in the School.
- i. Operations Manual** – The Kitasoo Educational Authority requires that the Principal, Teaching and Non Teaching Personnel comply with the provisions contained in the Operations Manual.
- j. Budgeting** – The Kitasoo Educational Authority participates in budget formulation for the Education Program in accordance with the budgeting procedures contained in the Operations Manual.
- k. Deficit Control** – Once the budget for the Education Program and School operations has been approved by Band Council, the KEA cannot authorize any other expenditure outside of the budget, without following the procedures of supplemental budget as specified in the Operations Manual. The KEA monitors the existing budget and provides whatever directions as are reasonable and necessary to ensure that a deficit is not created or alternatively takes all reasonable and necessary steps to reduce an existing deficit prior to the end of the applicable fiscal year.
- l. Reporting** – The Kitasoo Educational Authority, in collaboration with the Principal and School Administrator insures that meaningful monthly, quarterly and annual service delivery status reports are provided to the Band General Manager and that financial information is conveyed in a timely manner to the Finance Officer as per the Information Flow procedures contained in the Operations Manual. These reporting procedures are to insure that the KEA, the Principal, the School employees, the Government and the Membership can all better evaluate the education services being provided at the Kitasoo Community School.
- m. Politicization** – The Kitasoo Educational Authority focuses on Education Service Delivery in the School and enhancement of the effectiveness and efficiency of such Service Delivery, and to the extent possible, de-politicizes all issues that directly and indirectly relate to School and education services.
- n. Discipline** – The Kitasoo Educational Authority establishes a student discipline committee, being a sub-committee of the KEA, in consultation with the Principal, with a mandate to implement the provisions regarding discipline as contained in the Education Department/School Program

Internal Policies and Procedures. With respect to School employee grievances, the KEA is the body to hear Level II appeal as part of the Grievance Appeal Process in all grievance cases from school employees, with the exception of dismissal cases as outlined in the Operations Manual.

- o. Performance Evaluation** - Conduct the performance evaluation and implement the warnings concerning the Principal in accordance with the provisions of the Operations Manual. Provide comment and feedback on performance evaluation being conducted by the Department Manager (Principal) and School Administrator that encompass all employees within the Education Department.
- p. Misc.** – Perform such other services as may be required by Chief & Council dealing with educational services as may be required from time to time.

Conduct

- 13. Compliance** – Each Kitsoo Educational Authority Member complies with the provisions contained in the Operations Manual.
- 14. Code of Ethics** - Each Kitsoo Educational Authority Member complies with the Code of Ethics contained in the Operations Manual.
- 15. Conflict of Interest** - Each Kitsoo Educational Authority Member complies with the Conflict of Interest provisions contained in the Operations Manual.
- 16. Confidentiality** - Each Kitsoo Educational Authority Member at their first KEA meeting signs the Oath of Confidentiality as a precondition to becoming a member of the KEA in the form as contained in the Operations Manual. The signed Oath of Confidentiality forms are attached to the meeting minutes and are kept in the filing system.

Position: Education Department Manager (School Principal)

Immediate Supervisor: Kitasoo Educational Authority & Band General Manager

- 1. General Duties:** The School Principal is in charge of the Education Department, School Administration and the Kitasoo Community School, and has the following general duties:
 - a. Manages school operations including;
 - School Programs, Curriculum, Internal Policies and Procedures;
 - School employees;
 - School property and facilities;
 - Reporting.
 - b. Liaison for school issues between all stakeholders.
- 2. Specific Duties:** Notwithstanding the above general duties, the School Principal performs the following specific duties;

As to the Management of School Programs, Curriculum, Internal Policies and Procedures

- a. Organizes and implements a program of education courses with the highest professional standards consistent with the internal policies and procedures for the Kitasoo Community School with a view to equip students with strong reading, writing and mathematical skills and to provide each student with an environment that fosters good character and healthy self image;
- b. Ensures that an appropriate and effective student academic assessment program, which measures and reflects the educational goals of the BC School system is implemented;
- c. Works with the Kitasoo Educational Authority in the development of school programs, policies and procedures;
- d. Implements school programs, policies and procedures;
- e. Follows the regulations set out by the School Act, except in those cases where it is in conflict with specific internal program policies, in which case the Principal shall discuss it with the KEA;
- f. Is responsible for the education service provided to the students by ensuring that all teachers are adhering as closely as possible to the Core Curriculum as set down by the Ministry of Education of the Province of British Columbia in its handbooks and curriculum guides;
- g. Institutes and consistently applies a discipline system for the students of the KCS;
- h. Coordinates with the School Administrator for the effective operation of the school;
- i. Establishes extra-curricular activities for student and general student supervision system for school playgrounds during play periods, on school property during school hours and school

events outside of school hours;

As to the Administration of the Education Department and Kitasoo Community School

- j. Works closely with the School Administrator in carrying out all administrative duties;
- k. Exercises sound financial management and control of Education Department funds;
- l. Consults and plans with the School Administrator and KEA on all financial needs for the school;
- m. Participates in the preparation of the annual budget for the Education Department;
- n. Supervises all record-keeping, receipt and disbursement of funds for the Education Department and establishes or cause the establishment of all records, reports and procedures deemed necessary by the Kitasoo Educational Authority for the efficient and effective operation and administration of the school system;
- o. Works with the KEA in maintaining contact with the community-at-large on all education matters;

As to Reporting

- p. Carries out the instructions of the Finance Officer concerning financial information;
- q. Carries the instructions of the Kitasoo Educational Authority as may be provided from time to time;
- r. Prepares and provides the Band General Manager with monthly, quarterly and annual Service Delivery Status Reports for the Education Department in accordance with the Operations Manual;
- s. Prepares or cause the preparation of monthly, quarterly and annual financial reports to be provided to the Finance Officer as per the information flow contained in the Operations Manual;
- t. Is the liaison and information conduit for the Government, the KEA and the Band General Manager on Kitasoo Community School matters;

As to the Management of School Property and Facilities

- u. Protects and maintains school property and facilities;
- v. Makes requests or cause requests to be made for maintenance of the school building and grounds to the Band General Manager or other designated Manager;
- w. Responsible for the occupational health and safety of the school staff and the safety of the student population of the Kitasoo Community School;

As to the Management of School Personnel

- x. Is the immediate supervisor for all Education Department employees and the School Administrator;
- y. Is required to teach no less than three (3) hours per week;
- z. Makes joint recommendation with the KEA to the Government on hiring of school Teaching Personnel;
- aa. Makes joint recommendation with KEA to the Band General Manager on hiring of School Non Teaching Personnel;
- bb. Makes joint recommendation with KEA to the Band General Manager on the dismissal of all school personnel;
- cc. The Principal, in collaboration with the Human Resource Officer, advertises vacant school job positions as required, attends job interviews and participates in Job Selection Boards;
- dd. Assigns duties and supervises the School Personnel so that the school programs are efficiently and effectively carried out;
- ee. Performs assessments, reviews, evaluations, discipline and handle complaints concerning the School Personnel;
- ff. Provides role model leadership for the School Personnel consistent with professional standards and code of ethics as contained in the Operations Manual;
- gg. Insures compliance by the School Personnel with the provisions of the Education Department/School Program Internal Policies and Procedures as approved by the Kitasoo Educational Authority and Kitasoo Band Council, and with the provisions of the Operations Manual;
- hh. Encourages Teaching Personnel involvement in community activities;
- ii. Encourages and fosters a team spirit within the Kitasoo Community School and Kitasoo Band operations in general;
- jj. Adheres to the Code of Conduct as contained in the Operations Manual.

3. Qualifications: The qualifications of the School Principal are as follows:

- a. An Education degree from an accredited University or College;
- b. Be a member in good standing of the B.C. College of Teachers, and eligible for B.C. Teacher Certification;
- c. Teaching and Administrative experience;
- d. Ability to organize, motivate, delegate, supervise and co-ordinate operations;
- e. Ability to formulate and administer programs with budgets;
- f. Possess good interpersonal skills to effectively manage personnel.
- g. An incumbent may hold the position of School Principal for five (5) years without a KEA recommended extension be submitted to Band Council for approval.

Position: Kitsoo Community School Administrator

Immediate Supervisor: Education Department Manager (School Principal)

A. SUMMARY OF DUTIES:

Under the general supervision of the Education Department Manager, the School Administrator; assist the principal in all administrative duties of the Education department. In collaboration with the Principal and Kitsoo Education Authority (KEA), prepare the annual department budget and oversee the financial management for the department. Act as a liaison between the community, the Band administration and the School.

B. JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

1. Support and aid the Principal in carrying out all her/his administrative duties;
2. Perform all those specific duties as outlined at the beginning of each school year;
3. Act in lieu of the Education Department Manager in his/her absence from the community;
4. Act as liaison between the community and the Principal and ensuring the Principal is kept abreast of all community events;
5. With the collaboration of the Principal and KEA, prepares the annual Education Department budget for review by Principal and/or KEA approval;
6. Perform all duties relating to the financial management of the Education Department and provide to the Department Manager;
7. In the absence of the Department Manager, direct and supervise the activities of the department's Janitor/custodian employees;
8. Attend and participate in Band Council meetings when requested;
9. Attend and participate in the Kitsoo Educational Authority meeting and act as Standing Secretary;
10. Prepare, maintain and safe keep the minute books , books of account and any other records of the KEA and its sub-committees;
11. Maintain and provide the Principal with monthly staff/student attendance, budgets and post-secondary reports;
12. Improve personal qualifications and attend professional development opportunities as they arise and when authorized by the Principal;
13. Assist the KEA and Principal with the Post-Secondary program reports, deadlines, allocation approvals and monitoring of student enrollment;
14. Ensure the Department Manager approves all financial commitments including purchase orders;
15. Comply with the Education Department/School Program Internal Policies and Procedures and with the provisions of the Operations Manual;
16. Adhere to the Code of Conduct as contained in the Operations Manual;
17. Perform other duties related to the position as may be assigned by the Principal from time to time.

C. QUALIFICATION: (Education, Training and Experience)

The qualifications of the School Administrator are determined in the absolute discretion of the Kitsoo Educational Authority and the Government depending upon the needs of the Kitsoo/Xai'Xais First Nation at the time. The following attributes are assets:

- Grade 12 or equivalent;
- Experience in fiscal management and/or bookkeeping an asset;
- Experience with budget preparation an asset;

D. KNOWLEDGE, SKILLS & ABILITIES: (List any required technical skills i.e., typing, computer skills, etc.)

Proficient knowledge in the following areas would be an asset;

- Demonstrated abilities to work independently and develop programs;
- Must have basic knowledge in the operation of computers, basic office software and office equipment;
- Ability to maintain a strict level of confidentiality on all matters pertaining to the school, the Kitasoo Educational Authority, employees and students;
- Flexible and open to work extra hours to support the school and community events;
- Possess strong work ethics and be dependable.

Position: Teacher**Immediate Supervisor:** Education Department Manager (School Principal)**A. SUMMARY OF DUTIES:**

The Teacher is responsible for providing teaching services to students of the Kitasoo Community School at a professional standard.

B. JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

1. Provide teaching services within a program of education courses with the highest professional standards consistent with the internal policies and procedures of the Kitasoo Community School with a view to equip students with strong learning skills in an environment that fosters good character and healthy self image;
2. Consistently apply a discipline system for the students;
3. Perform supervision over students to protect their health and safety during school hours and during school events outside of school hours;
4. Participate in extra-curricular activities for students and general supervision of students on school property during recess and noon hours;
5. Keep the Principal informed on significant events and correspondence concerning areas under the authority of the Teacher affecting the quality of education of the students and school operations;
6. Encourage students to foster an appreciation for their own culture and ancestry;
7. Provide role model leadership for the students consistent with professional standards and code of ethics as contained in the Operations Manual;
8. Participate in community activities beneficial to the students and the school;
9. Assist in the Performance Evaluation of the Teacher Educational Assistants;
10. Attend professional development, in service programs and additional training when required and authorized by the Principal and the KEA;
11. Report any matter that can be reasonably regarded as posing a danger to the health and safety of students, school employees and guests;
12. Protect and maintain school property and facilities, and reports any damages to the Principal;
13. Adhere to the code of Conduct as contained in the Operations Manual;
14. Encourage and foster a team spirit within the School and operations in general;
15. Carry out the instructions of the Principal concerning teaching, discipline, extra curricular activities and other activities reasonably incidental to teaching and school operations.

C. QUALIFICATIONS:

- A minimum standard A teaching certificate;
- An Education degree from an accredited University or College;
- Formal training in the area of specialization;
- Teaching experience;
- Possess strong work ethics and is dependable;
- Demonstrate strong interpersonal skills.

Position: Educational Assistant

Immediate Supervisor: Education Department Manager (School Principal)

A. SUMMARY OF DUTIES:

Under the general supervision of the Kitasoo Community School Department Manager, the Educational Assistant is responsible for assisting the Teacher or Resource Teacher with classroom preparation and daily routine, supervision of students, marking of students' assignments and assisting school staff in furthering school goals.

B. JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

1. Work cooperatively with the teacher to reinforce the skills taught by the teacher;
2. Work with the student to complete classroom assignments;
3. Meet with the teacher regularly to discuss the student's progress: academics, emotional, behavior, social skills;
4. Work with the teacher to assist with behavior intervention strategies which include removing the student from the classroom, taking the student to the playground, taking the student for a short break;
5. Advocate for the student as necessary and report major concerns to the teacher and/or Principal;
6. Observe, record, and document behavior on a daily basis as well as provide written comments on student's achievement of classroom activities. Hand in monthly journal;
7. A timetable will be drafted to indicate which classrooms you will be working in and is subject to change dependent upon the need;
8. If and when the student is absent, notify the teacher so as to obtain direction for the day;
9. Attend all staff meetings and assist at school-community functions;
10. Maintain the dignity of the student by removing him/her from negative situations that call attention to bad or uncooperative behavior;
11. Discuss student's progress, limitations, or educational program only with appropriate school personnel when the student is not present;
12. Respect and maintain strict confidentiality;
13. Communication between home and school is the responsibility of the teacher and Principal. The Educational Assistant assists in this process by providing information to the teacher and principal;
14. Prepare class materials and displays as directed by the teacher;
15. Provide assistance to the teacher in carrying out classroom routines;
16. Supervise within the school and in the play areas as assigned;
17. Supervise the class in the absence of the teacher and respond to emergencies;
18. Help to establish and maintain classroom discipline;
19. Perform all other tasks as assigned by the classroom teacher or Principal that are relevant to the efficient and safe operation of the school;
20. Assist all school staff in furthering the school goals as identified in the Student/Parent Handbook for literacy, numeracy, cohesive school climate, social and cultural responsibility, and the Kitasoo Xai Xais Language and culture;
21. Maintain the highest ethical and moral standards as a role model to the students of the kind of behavior expected of them;

22. Promote student literacy, numeracy and skill development;
23. Comply with the provisions of the Education Department/School Program internal policies and procedures, and with the provisions of the Operations Manual;
24. Improve personal qualifications and attend professional development opportunities when they arise and when authorized by the Principal;
25. Protect and maintain school property and facilities, and report any damages to the Principal;
26. Adhere to the code of Conduct and the same Code of Ethics as exists for Teachers as contained in the Operations Manual;
27. Encourage and foster a team spirit within the School and operations in general.

C. QUALIFICATIONS: The qualifications of the Teacher Assistant are determined in the absolute discretion of the Kitasoo Educational Authority and the Government and the Principal. The following qualifications are assets:

- Grade 12;
- Possess strong work ethics and is dependable;
- Demonstrate strong interpersonal skills.

Position: Home School Coordinator

Immediate Supervisor: Education Department Manager (School Principal)

A. SUMMARY OF DUTIES:

Under the general supervision of the Kitsoo Community School Department Manager, the Home School Coordinator is the liaison person between home and the school and is responsible for providing students with personal, educational and vocational guidance and advice.

B. JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

1. Act as the liaison person between the home and the school;
2. Assist students in obtaining vocational and processional education information;
3. Arrange student Health Centre visitations as necessary;
4. Provide personal and educational advice to students requesting such assistance;
5. Teach a family life/guidance programme to all students requesting such assistance;
6. Encourage regular attendance and full participation in the education programme by all students;
7. Provide support to the teachers by orienting them to the social/cultural background of the students;
8. Assist teachers in dealing with classroom problems and delivery of literacy and numeracy programs;
9. Provide counselling and inform parents and the community about school activities and encourage parents to actively support their children in school;
10. Act as a liaison person and coordinate with social agencies involved with students, where such activities will have a beneficial effect on educational advancement;
11. Follow the provisions of the Education Department/School Program internal policies and procedures and the provisions of the Operations Manual;
12. Adhere to the Code of Conduct and the same Code of Ethics as exist for the Teacher;
13. Exercise strict confidentiality;
14. Encourage and foster a team spirit within the Kitsoo Community School and operations in general;
15. Perform other such duties relevant to the position as assigned by the Principal from time to time.

C. QUALIFICATIONS: The qualifications of the Home School Coordinator are determined in the absolute discretion of the Kitsoo Educational Authority and the Government depending upon the needs of the Kitsoo/Xai'Xais First Nation at the time. The following attributes are assets:

- Grade 12;
- Experience or post secondary education in the area of Social Work or Counselling;
- Ability to work with limited supervision;
- Demonstrate strong interpersonal skills;
- Possess strong work ethics and is dependable.

Position: Cultural Education & Language Instructor

Immediate Supervisor: Education Department Manager (School Principal)

A. SUMMARY OF DUTIES:

Under the general supervision of the Kitasoo Community School Department Manager, the Kitasoo Community School Cultural Education & Language Instructor is responsible for coordinating and delivering the Cultural Education Program and Language Program at the school.

B. JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

1. Plan and implement a school-wide Xai Xais Language/Cultural program for all students in the Kitasoo Community School K4 to Grade 12;
2. Develop a Curriculum Plan by October 30th and again by January 30th for all grades which must be approved by the Principal;
3. Produce curriculum materials to supplement and reinforce the teaching of Xai Xais language;
4. Work towards a ministry certified language and culture program;
5. Ensure that the Language Program offered in the school is sequential, providing a continuous progression from simple word knowledge at the early levels to actual extended comprehension at the upper levels according to the BC Ministry of Education Second Language Requirement;
6. Prepare and use audio visual materials as teaching aides and reinforcement;
7. Catalogue and centralize existing language and cultural materials from within the community, in consultation with the Principal and Education Administrator;
8. Plan to produce and broadcast video material with local language and cultural content;
9. Participate in the supervision of students on school premises, at school functions as scheduled or during school emergencies;
10. Ensure students understand and comply with the rules and policies including the codes of conduct governing their behavior;
11. Maintain educational and attendance records as required;
12. Assume all classroom and community duties and responsibilities that are part of being a teacher;
13. Evaluate educational programs for students as required;
14. Monitor and document attendance of students for each class;
15. Provide student progress information as required for student progress reports;
16. Develop student portfolios which include copies of student's work and tests to demonstrate ongoing progress of students;
17. Provide the parents or guardians with on-going evaluation and attendance report of their child(ren);
18. Attend all meetings or conferences called by the Principal and/or the Authority (KEA);
19. Make every effort to keep current on all changes and developments in preserving and protecting Indigenous languages by reading educational magazines, curriculum guides and curriculum materials;
20. Attend workshops and/or conferences as requested;
21. Work with parents, Elders and community members in creating age-appropriate and relevant curriculum materials that will enhance student's intellectual, emotional, physical and mental well-being;

22. Offer extra-curricular activities throughout the year that encourages a passion for learning and fun;
23. Do a yearly inventory and order supplies for the next school year so that the best possible program may be offered;
24. Participate in the community and attend community functions;
25. Follow the provisions of the Education Department/School Program internal policies and procedures and the provisions of the Operations Manual;
26. Adhere to the Code of Conduct and the same Code of Ethics as exist for the Teacher;
27. Encourage and foster a team spirit within the Kitsoo Community School and operations in general;
28. Perform other such duties relevant to the position as assigned by the Principal from time to time.

C. QUALIFICATIONS: The qualifications of the Cultural Education & Language Instructor are determined in the absolute discretion of the Kitsoo Educational Authority and the Government depending upon the needs of the Kitsoo/Xai'Xais First Nation at the time. The following attributes are assets:

- Possess good knowledge of the history of Klemtu and the culture of Kitsoo/Xai'Xais First Nation;
- Teaching experience is beneficial;
- Post secondary education beneficial;
- Experience working with children of all ages;
- Experience and interest in working in a First Nation community and school.
- Good interpersonal skills;
- Ability to be flexible in his/her work schedule;
- Possess strong work ethics and be dependable.

Position: Environmental Stewardship Program Leader

Immediate Supervisor: Education Department Manager (School Principal)

A. SUMMARY OF DUTIES:

Background:

SEAS (Supporting Emerging Aboriginal Stewards) Initiative is a partnership between the Kitasoo Community School, the Kitasoo/Xai'Xais community and The Nature Conservancy, which is subject to annual availability of funds.

The mission of SEAS is to empower youth of coastal First Nation communities to be stewards of their land and natural resources by building educational capacity, creating opportunities for hands-on experience and supporting youth in achieving their educational and career goals.

Our vision is a sustainable future for First Nation communities led by a new generation of local leaders who are empowered through education, mentorship and community support. The main objective for the Environmental Stewardship Program Leader is to awaken a lasting interest in our students for the sciences connected to the environment, history and culture around us through:

- Experiential learning and direct engagement with nature
- Incorporation of local cultural history, stories and traditions into nature-based activities

The main duty for the Environmental Stewardship Program Leader is to develop culturally relevant materials and field experiences that can be incorporated into the school curriculum through a variety of activities.

B. JOB RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

1. Identify community leaders, elders and professionals to participate and lead specific program activities both inside the classroom and during field experiences out on the land;
2. Assemble an advisory committee to assist with program development and convene the group as determined in the work plan;
3. Be or become familiar with the Grade 12 Sustainable Resources: Fisheries course outlined by the BC Ministry of Education;
4. Develop a schedule of field trip activities that complements and build upon classroom activities created for the Grade 12 course and that also engages students from all grade levels in learning about the natural world in their traditional territory;
5. Work with teaching staff to become familiar with the prescribed learning outcomes that are relevant to the program in all grades;
6. Examine various field activities that encourage the use of the Xai'Xais Language;
7. Develop a work plan which sets timeframes for the implementation of activities which conform to the needs of the grade 12 Sustainable Resources: Fisheries course. Include in the work plan target dates, responsible individuals and expected outcomes and reporting deadlines;
8. Produce curriculum materials to supplement and reinforce the teaching of Xai'Xais language;
9. Prepare audio visual field materials to be used as classroom teaching aides;

10. Catalogue, centralize, and document all audio, video, and still images obtained throughout the program to be used in the classroom both now and in the future;
11. Compile information for a K to 12 resource library to support teachers in offering culturally and regionally relevant activities;
12. Participate in the supervision of students while on field trips which may span more than a single day and may extend beyond normal working hours;
13. Develop a process for ensuring that all field trip safety requirements have been met prior to obtaining parental approval;
14. Obtain visual documentation of all components of field experiences using a video camera, still camera and audio recordings;
15. Participate in student evaluation and supervision as required;
16. Attend all meetings or conferences called by the Principal and/or the KEA, and respond to school emergencies;
17. Make every effort to keep current on all changes and developments in areas related to the program;
18. Offer extra-curricular activities that encourage students to explore various activities related to the Environmental Stewardship Program;
19. Cooperate with school staff to fulfill tasks and report (s) required at the end of the year;
20. Participate in the community and attend community functions;
21. Maintain an inventory as relevant to the Environmental Stewardship Program;
22. Follow the provisions of the Education Department/School Program internal policies and procedures and the provisions of the Operations Manual;
23. Adhere to the Code of Conduct and the same Code of Ethics as exist for the Teacher;
24. Encourage and foster a team spirit within the Kitasoo Community School and operations in general;
25. Perform other duties relevant to the position as assigned by the Principal and/or delegate from time to time.

C. QUALIFICATION: (Education, Training and Experience)

The qualifications of the Environmental Stewardship Program Leader are determined in the absolute discretion of the Kitasoo Educational Authority and the Government depending upon the needs of the Kitasoo/Xai'Xais First Nation at the time. The following attributes are assets:

- Teaching experience is beneficial
- Post secondary education beneficial
- Experience working with children of all ages
- Experience and interest in working in a First Nation community and school.

D. KNOWLEDGE, SKILLS & ABILITIES: (List any required technical skills i.e., typing, computer skills, etc.)

The incumbent should have proficient knowledge in the following areas;

- Knowledge of local ecology and environmental issues;
- Ability to complete tasks independently within assigned time frames;
- Ability to manage multiple priorities and work independently;
- Experience working with video and still images an asset;
- Experience coordinating and implementing projects;
- Ability to plan, administer and record results of program activities;
- Ability to provide reports in a timely fashion;

- Ability to work cooperatively with a number of partners, particularly Klemtu organizations, community members, school staff, students and teachers;
- Ability to locate resources within the community to reinforce skills taught in the classroom;
- Be reliable and punctual.

Position: School Janitor/Custodian

Immediate Supervisor: Education Department Manager (School Principal)

A. SUMMARY OF DUTIES:

Under the general supervision of the Kitasoo Community School Department Manager, the duties of the School Janitor/Custodian consist of keeping the school facilities and building in a clean and orderly condition and perform cleaning duties such as dusting, cleaning floors, restrooms, walls and windows, removing garbage and snow removal. It also consists of performing routine light maintenance activities and notifying the Department Manager of any need for repairs.

B. JOB RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

1. Maintain a regular cleaning schedule for all school facilities such that all are kept in a clean healthy and safe condition;
2. Keep an inventory of all cleaning supplies and equipment and report to the Department Manager any need for re-supply or replacement;
3. Refill dispensers for paper towels, toilet tissue and hand soap;
4. Undertake light maintenance, but report to the Department Manager any requirements for major maintenance;
5. Report to the Department Manager the need for repairs to the premises, equipment, furniture and fixtures;
6. Protect and maintain school facilities and property especially in response to emergencies;
7. Report to the Department Manager all incidents of wilful or accidental damage to any School facilities or equipment;
8. Report to the Department Manager any matter that can be reasonably regarded as a posing a danger to the health and safety of the students, employees and guests;
9. Ensure that all School facilities are kept secure against any unlawful entry;
10. Cooperate to the fullest extent with all teacher/student undertakings and activities.
11. Perform other related duties relevant to the position as may be instructed by the Department Manager from time to time;
12. Adhere to the Code of Conduct as contained in the Operations Manual;
13. Follow the provisions of the Education Department/School Program internal policies and procedures and the provisions of the Operations Manual;
14. Encourage and foster a team spirit within the School and operations in general.

C. QUALIFICATIONS: The qualifications of the School Custodian/Janitor are determined in the absolute discretion of the Kitasoo Educational Authority and Government depending upon the needs of the First Nation at the time. The following attributes are assets;

- Resident of Klemtu;
- Dependability – Job requires being reliable, responsible, dependable and fulfilling obligations;
- Cooperation – Job requires being pleasant with others on the job, displaying a good nature and cooperative attitude;
- Attention to Details – Job requires being careful about details and thorough in completing tasks;
- Good health necessary to do manual labour.

Agenda Meeting of Kitasoo Educational Authority

Meeting Date: _____

Meeting Time: _____

Meeting Location: _____

1. Confirmation of Standing Chairperson and Secretary or appointment of substitute;
2. Approval of Agenda and Notice of Meeting;
3. Approval of the Minutes from the previous meeting;
4. Introduction of Delegates and Guests;
5. Business arising out of the minutes from the previous meeting (Tabled Business);
6. Staffing Recommendations;
7. Reports;
 - a. School Administration (Service Delivery);
 - b. Finance;
 - c. Internal Policy;
 - d. Band Council;
 - e. Maintenance;
 - f. Recreation;
 - g. Others.
8. New Business;
9. Special Presentations;
10. In-Camera Session;
11. Confirmation of next meeting;
12. Adjournment.

**Kitasoo Educational Authority Meeting
Sample Minutes**

Date: _____ **Location:** _____

Kitasoo Educational Authority Meeting No: _____
(Consecutive and Sequential)

Number of Motions Made as Attached: _____

Kitasoo Educational Authority Members in Attendance

Yes	Name	Signature of Person in Attendance
√	Chairperson	
√	Co-Chairperson	
√	?????	
√	?????	
√	?????	
√	?????	

Administration, Managers and Coordinators in Attendance

Yes √	Name	Position
		School Administrator (KEA Secretary)
		Principal

Others in Attendance

Name	Position

Minutes

Motion No. KEA-101 March 14, 2012	The agenda as attached and marked as Schedule "A" to these minutes is approved and proper notice of the within meeting is acknowledged. Moved by: _____ Seconded by: _____ Carried:
Motion No. KEA-102 March 14, 2012	The minutes of the February 15 th , 2012 meeting are approved and the Secretary is directed to endorse the same as being approved. Moved by: _____ Seconded by: _____ Carried:

<p>Motion No. KEA-103 March 14, 2012</p>	<p>The tabled business from last meeting on recommendation from Principal to hire a Cultural Instructor for school year 2012/2013 is approved by KEA. The Cultural Instructor Job Description is marked and attached as Schedule "A". The Chairperson is directed to make the recommendation to Band Council for approval of the position and to commence the staffing process.</p> <p>Moved by: _____ Seconded by: _____ Carried:</p>
<p>Motion No. KEA-104 March 14, 2012</p>	<p>The service delivery status report for February 2012 is acknowledged as received and the Secretary is instructed to file the same as part of the KEA records.</p> <p>Moved by: _____ Seconded by: _____ Carried:</p>
<p>Motion No. KEA-105 March 14, 2012</p>	<p>The next KEA meeting is set for April 11, 2012 at the Community Hall commencing at 9:30 a.m.</p> <p>Moved by: _____ Seconded by: _____ Carried:</p>
<p>Motion No. KEA-106 March 14, 2012</p>	<p>The within meeting is adjourned.</p> <p>Moved by: _____ Seconded by: _____ Carried:</p>

Certified and approved this ____ day of _____, 20__ to be a true copy of the Minutes of the Kitasoo Educational Authority Meeting held on the date shown, and approved by Kitasoo Educational Authority.

Secretary, Kitasoo Educational Authority

Internal School Policies & Procedures are currently under revision.