

Administrative Procedure		Nicola Similkameen School District
Section:	District Administration	
Title:	District Principal of Indigenous Education	

BACKGROUND

Guided by the District's vision, principles, mission, values, goals, and the [First People's Principles of Learning](#), the District Principal of Indigenous Education will assist the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the [School Act](#) and [Board policy](#)

PROCEDURES

The District Principal of Indigenous Education is directly responsible and accountable to the Superintendent or delegate.

The District Principal of Indigenous Education will have specific responsibilities for:

1. Student Learning & Wellbeing

- 1.1 Within areas of responsibility, supports Indigenous students in the District to have the opportunity to meet the standards of education set by the Minister.
- 1.2 Supports and evaluates the effective implementation of Indigenous initiatives related to education transformation.
- 1.3 Supports and evaluates the effective implementation of the two local Indigenous Languages curriculum in the District.
- 1.4 Supports and evaluates the effective implementation of Indigenous Education curriculum in the District.
- 1.5 Supports the effective implementation of Indigenous Education learning practices.
- 1.6 Supports the effective implementation of evidence-based inclusive learning practices for Indigenous students.
- 1.7 Supports assessment practices and accountability for achievement of approved learning outcomes in all schools.
- 1.8 Fosters conditions which promote the improvement of educational opportunities for Indigenous students in schools and programs within areas of responsibility.
- 1.9 In consultation with principals and the Superintendent or delegate, visits classrooms with the intent of improving instruction and promoting quality standards.
- 1.10 Supports school Learning Commons personnel in meeting the Indigenous Specific student learning outcomes.
- 1.11 Manages the submission of Indigenous Specific Board Authority Authorized Course

requests and monitors implementation of approved courses.

- 1.12 Provides support to ensure that each student is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.

2. Local Education Agreements

- 2.1 In partnership with Senior Administration provides the information the Superintendent and Board require to establish and or maintain Local Education Agreements.

3. First Nation Schools of Choice

- 3.1 Liaise with Rights' Holders to ensure their eligible students attend the designated school of their choice.

4. Indigenous Education Council Secretariat

- 4.1 Serves as the secretariat for the Indigenous Education Council.
- 4.2 Provides the information that IEC Representatives requires to make decisions.
- 4.3 Fosters consensus and builds trusting and respectful relationships that support the District's commitment to Truth and Reconciliation.

5. Human Resources Management

- 5.1 Provides support in the identification, planning, implementation and evaluation of District professional learning opportunities.

6. Fiscal Responsibility

- 6.1 Consults with Right's Holders to develop a departmental budget within the parameters and constraints of the District budget.
- 6.2 Ensures the proper fiscal management of budget allocations.
- 6.3 Makes recommendations to the Superintendent regarding possible actions to increase the effective and efficient operations of programs within areas of responsibility.
- 6.4 Operates in a fiscally prudent and responsible manner.

7. Policy/Administrative Procedures

- 7.1 Recommends development and/or revisions of Board policies or administrative procedures to the Superintendent.
- 7.2 Ensures application of Board policies or administrative procedures as required in the performance of duties and interprets policies, procedures, philosophy and programs of the District to principals, staff, school councils and the community.

8. Organizational Management

- 8.1 Within areas of responsibility, demonstrates effective organizational skills resulting in compliance with all legal, Ministerial, and Board mandates and timelines and adherence to Superintendent directives.

8.2 Contributes to a District culture which facilitates positive results, effectively handles emergencies and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.

9. Communications and Community Relations

- 9.1 Takes appropriate actions to ensure open, transparent internal and external communications are developed and maintained in areas of responsibility.
- 9.2 Promotes the vision of the Province and Right's Holders and the Strategic Plan of the District, reflecting the values and principles of education transformation.
- 9.3 Ensures Indigenous parents/guardians and staff have an acceptable level of satisfaction with the services provided within the areas of responsibility.
- 9.4 Investigates and facilitates resolution of concerns and conflicts.
- 9.5 Oversees the organization of the Indigenous Graduation Ceremony.

10. Superintendent Relations

- 10.1 Establishes and maintains positive, professional working relations with Superintendent.
- 10.2 Honours and facilitates the implementation of Nte?kepmx and Syilx and the Board's roles and responsibilities as defined in Board policy and encourages staff to do the same.
- 10.3 Provides the information the Superintendent requires to perform their role in an exemplary fashion.
- 10.4 Will support the Superintendent in maintaining and strengthening relationships with Local Rights Holders and Education Governance Partners, including First Nations, Local Education Agreement partners, Metis, and the Indigenous Education Council, ensuring that commitments are operationalized through shared-decision making, accountability, and improved outcomes for Indigenous Learners.
- 10.5 Performs tasks as may be assigned by the Superintendent and/or Assistant Superintendent.

11. Leadership Practices

- 11.1 Practices Indigenous leadership in a manner that is viewed positively and has the support of those with whom they work in carrying out the Superintendent's expectations.
- 11.2 Provides liaison support to principals in the administration of their schools, including support for Indigenous students and parents/guardians in resolving matters.
- 11.3 Exhibits a high level of personal, professional and organizational integrity.
- 11.4 Other duties as assigned by the Superintendent.

Date of Original Superintendent Approval: March 26, 2026