



## **GITKSEN WEST SECONDARY SCHOOL COOK JOB DESCRIPTION**

### **GITKSEN WEST SECONDARY SCHOOL**

Gitksen West Secondary School is a brand-new, state-of-the-art high school serving the Gitwanganak, Gitsegukla and Gitanyow First Nations. We provide a safe, inclusive, and culturally rich learning environment that blends academic excellence with Sim'algayax and Gitksen culture, and traditions. Our modern facilities include specialized classrooms for science, arts, and trades, a full commercial kitchen for nutrition programs and culinary studies, a gymnasium, and outdoor track and sports field. Students have opportunities for work experience, leadership, and skill-building programs, while staff benefit from a collaborative and innovative professional environment.

### **JOB SUMMARY**

The Cook is responsible for working collaboratively with a Nutritionist/Dietician to establish and implement a monthly, healthy, and nutritious breakfast and lunch program. This position oversees menu planning, budgeting, food inventory, and the daily preparation, cooking, serving, and clean-up of meals from Monday to Friday.

Gitksen West Secondary School is a brand-new facility with a full commercial kitchen. The Cook plays a key role in maintaining the kitchen to a high standard of care, ensuring that all equipment is operated, cleaned, and maintained in accordance with manufacturer requirements and that warranty conditions are protected.

The Cook is also responsible for supervising and supporting the Assistant Cook and ensuring that all food service operations meet food safety, sanitation, and nutrition standards, while supporting student learning and career development through supervised work experience, culinary studies, and college culinary programs leading to Level 1 Culinary Arts credit.

### **REPORTS TO**

1. Principal

### **EMPLOYMENT QUALIFICATIONS**

- Level 2 Professional Cook's Training (Red Seal considered an asset)
- Knowledge of food service management principles, including menu planning, purchasing, and budgeting
- Knowledge of recipe modification, food preparation, and large-volume food production
- Knowledge of inventory control, procurement, and safe storage of food and supplies
- Current FoodSafe Certification
- Valid First Aid/CPR
- WHMIS Training

- Ability to collaborate with a Nutritionist/Dietician to develop healthy menus aligned with the Canada Food Guide
- Knowledge of nutrition, food values, sanitation standards, food handling, personal hygiene, and safety procedures
- Ability to lift, unload, and store food and kitchen supplies
- Ability to safely operate commercial kitchen equipment
- Demonstrated ability to develop, manage, and adhere to a monthly food budget
- Experience working with youth in a school environment
- Strong verbal and written communication skills
- Effective problem-solving and decision-making abilities
- Positive role model for students and staff
- Strong organizational, planning, and time-management skills
- Ability to work efficiently in a fast-paced, multi-tasking team environment
- Ability to follow Gitksan West Secondary School policies and procedures
- Ability to work independently and collaboratively as part of a team
- Basic computer skills, including the ability to prepare monthly and year-end reports
- Clear Criminal Record Check with Vulnerable Sector Screening

## **DUTIES AND RESPONSIBILITIES**

The Cook is responsible for all aspects of daily meal service, including breakfast and lunch preparation, food production, kitchen operations, and program coordination.

### **1. Program Values & Professional Standards**

- Uphold and support the Gitksan West Secondary Society's Vision, Mission, Philosophy, Guiding Principles, and Strategic Plan
- Serve as a positive role model for students by demonstrating professionalism, respect, and healthy lifestyle practices
- Maintain confidentiality and professionalism when interacting with students and staff.

### **2. Meal Preparation & Food Service**

- Prepare, cook, and serve nutritious, high-quality breakfast and lunch meals
- Ensure meals are served in appropriate portions and presented in an appetizing manner
- Accommodate special dietary needs, allergies, and cultural considerations as required
- Ensure consistent meal quality across all service days
- Support efficient meal service that meets school schedules.

### **3. Nutrition, Menu Planning & Recipe Development**

- Plan healthy, balanced menus aligned with the Canada Food Guide and school nutrition guidelines
- Work collaboratively with the Nutritionist/Dietician to develop, review, and adjust menus
- Evaluate the nutritional value, taste, texture, and appearance of meals

- Test, adapt, and introduce new recipes to increase student engagement and participation
- Promote nutrition education and healthy food choices informally through the meal program.

#### **4. Food Safety, Sanitation & Compliance**

- Maintain proper food temperatures during storage, preparation, and service
- Follow approved FoodSafe procedures for thawing, preparation, storage, and service
- Ensure compliance with all food safety, sanitation, and health regulations
- Maintain kitchen cleanliness, sanitation standards, and daily, weekly, and monthly cleaning schedules
- Ensure safe handling, storage, and labeling of food products.

#### **5. Inventory, Purchasing & Budget Management**

- Maintain accurate inventory control and ordering systems
- Order food and kitchen supplies as required, ensuring cost-effectiveness and quality
- Receive, inspect, and verify deliveries against delivery slips
- Develop, monitor, and adhere to the approved monthly food budget
- Minimize food waste through proper planning, storage, and portion control.

#### **6. Equipment Operation & Maintenance**

- Safely operate and monitor commercial kitchen equipment
- Report equipment malfunctions or maintenance needs promptly
- Ensure kitchen equipment is cleaned, maintained, and used according to manufacturer guidelines
- Coordinate with administration or maintenance staff for equipment repairs or servicing.

#### **7. Supervision, Training & Teamwork**

- Supervise, support, and provide direction to the Assistant Cook
- Assist with training staff in food safety, meal preparation, and kitchen procedures
- Foster a positive, cooperative, and respectful kitchen work environment
- Collaborate effectively with school staff and administration.

#### **8. Student Engagement, Work Experience & Culinary Learning**

- Supervise and mentor students participating in:
  - School-based work experience placements
  - Secondary culinary studies programs
  - Post-secondary or college culinary programs leading to Level 1 Culinary Arts credit
- Provide hands-on instruction in:
  - Basic culinary skills and food preparation techniques
  - Kitchen safety, sanitation, and FoodSafe practices
  - Menu planning, nutrition principles, and food service operations

- Model professional kitchen standards, teamwork, time management, and workplace expectations
- Ensure all student participation complies with FoodSafe, WorkSafeBC, post-secondary program requirements, and school safety policies
- Collaborate with teachers, counsellors, administrators, and post-secondary partners to:
  - Support student learning outcomes
  - Complete required documentation and assessments
  - Maintain compliance with dual credit or articulated program standards.

### **9. Reporting, Communication & Administration**

- Submit required monthly reports to the Principal and complete year-end reporting
- Maintain accurate records related to menus, inventory, budgets, and food safety
- Communicate effectively and professionally with administration, staff, students, and suppliers
- Participate in meetings related to nutrition programs or school operations as required.

### **10. Flexibility & Other Duties**

- Assist with special events, cultural celebrations, or school activities involving food service
- Adapt kitchen operations to support student learning opportunities while maintaining food safety and service standards
- Perform other related duties as assigned.

### **11. Equipment, Facility & Warranty Management**

- Operate and maintain all commercial kitchen equipment according to manufacturer guidelines
- Ensure cleaning, usage, and maintenance practices do not void equipment warranties
- Identify warranty-covered issues and report them promptly to administration
- Coordinate service calls and documentation for repairs under warranty
- Maintain records related to equipment servicing, maintenance schedules, and warranties
- Work collaboratively with school administration and maintenance staff to protect the long-term condition of the kitchen.

### **12. Facility Standards & Asset Care**

- Maintain the kitchen and food service areas to a high standard consistent with a new facility
- Ensure kitchen spaces remain safe, functional, organized, and inspection-ready
- Support preventative maintenance practices for kitchen infrastructure and equipment.

### **WORKING CONDITIONS**

- Full-time, school-based position operating Monday to Friday from 7am to 3:00pm with one-hour unpaid lunch.

- Work performed in a commercial kitchen environment.
- Regular standing, walking, bending, lifting, and carrying of food supplies and equipment.
- Exposure to heat, steam, and kitchen equipment.
- Fast-paced work environment with multiple tasks and time-sensitive demands.
- Regular interaction with students, staff, and delivery personnel.
- Adherence to strict health, safety, sanitation, and food-handling standards.
- Use of personal protective equipment as required.

Please Note: The schedule will be adjusted to accommodate when school is not in session such as professional development (non-instructional) days and school breaks.

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EMPLOYEES HAVE THE RIGHT AND RESPONSIBILITY to ensure their own healthy and safe work environment, by exercising their right to: “Information, Instruction and Training”, “Refuse Unsafe Work” and “Participate in Workplace OH&S Programs”, as outlined in the Worker’s Compensation Act with WorkSafe BC or any other laws or regulations, both provincially and federally governing the Gitksen West Secondary School. It is intended that all tasks and responsibilities are performed by staff in a manner that ensures their safety and health and those of their co-workers.

IN THE OUTLINED DUTIES in this job description, it is highly probable that the employee will be exposed to very confidential and sensitive information. Therefore, it is intended that employees that fulfill these tasks will do so with the strictest of confidentiality as outlined in the Privacy and Confidentiality Act and any other applicable laws or regulations, both provincially and federally governing Gitksen West Secondary School and its employees.

YOUR SIGNATURE BELOW is an acknowledgement and commitment that you have read and understand the above outlined job description and will continually strive to accomplish each task in a professional and appropriate manner.

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Cook’s Name	Cook’s Signature	Date
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GWSS Principal’s Name	Principal’s Signature	Date
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January 2026



## **GITKSEN WEST SECONDARY SCHOOL CUSTODIAN JOB DESCRIPTION**

### **GITKSEN WEST SECONDARY SCHOOL**

Gitksen West Secondary School is a brand-new, state-of-the-art high school serving the Gitwangak, Gitsegukla and Gitanyow First Nations. We provide a safe, inclusive, and culturally rich learning environment that blends academic excellence with Sim'algayax and Gitksen culture, and traditions. Our modern facilities include specialized classrooms for science, arts, and trades, a full commercial kitchen for nutrition programs and culinary studies, a gymnasium, and outdoor track and sports field. Students have opportunities for work experience, leadership, and skill-building programs, while staff benefit from a collaborative and innovative professional environment. Join us and make a direct impact on the education, well-being, and cultural development of our students.

### **JOB SUMMARY**

The School Custodian is responsible for providing professional custodial services to maintain a clean, safe, and healthy school environment at Gitksen West Secondary School. This includes ensuring that all areas of the school, classrooms, offices, washrooms, common areas, and exterior grounds are maintained to the highest standards. The Custodian also ensures that custodial equipment and supplies are properly used, maintained, and stored, and that safety and environmental standards are met. They are also responsible for complying with school policies, occupational health and safety regulations and environmental standards. This position contributes to creating a welcoming, safe, and culturally respectful environment for students, staff, and visitors.

### **REPORTS TO**

1. Principal

### **EMPLOYMENT QUALIFICATIONS**

- Certification as a Building Service Worker (BSW I, II, and III)
- WHMIS (Workplace Hazardous Material Information System) certification
- FoodSafe certification
- First Aid / CPR certification
- Good physical health and stamina to perform manual cleaning and maintenance tasks
- Self-motivated, organized, and able to prioritize multiple tasks
- Knowledge and experience with janitorial supplies and equipment
- Reliable, independent, and able to work with minimal supervision
- Knowledge of Gitksen culture and language is an asset
- Clear Criminal Record Check with Vulnerable Sector Screening
- Emotional stability and ability to exercise sound judgment

- Strong interpersonal skills: communication, teamwork, problem-solving, patience, and a sense of humor
- Leadership and initiative; ability to supervise small teams or student helpers when needed
- High ethical standards and professional integrity
- Neat and clean personal appearance
- Ability to safely operate small maintenance and cleaning tools and equipment.

## **DUTIES AND RESPONSIBILITIES**

### **A. General Custodial Duties**

1. Maintain a clean, sanitary, and safe environment in all school areas
2. Empty and dispose of all garbage bins, recycling, and compostable waste
3. Clean, sanitize, and restock washrooms and handwashing stations
4. Disinfect bathrooms, toilets, urinals, sinks, counters, mirrors, doors, walls, lockers, and boot racks
5. Clean classroom and office surfaces including desks, tables, chalk rails, cupboard tops, and chairs
6. Keep floors clean, swept, mopped, and free of debris; maintain floor safety and anti-slip standards

### **B. Seasonal and Deep Cleaning**

1. Perform deep cleaning tasks during the school breaks, including carpets, floors, windows, walls, school furniture, equipment, fridges, and stoves
2. Clean and organize furnace/utility rooms, storage areas, and janitorial closets
3. Monitor and maintain janitorial equipment, scheduling repairs or replacement as needed

### **C. Inventory and Supplies**

1. Monitor and maintain an inventory of cleaning supplies, tools, and equipment
2. Order and restock janitorial supplies in a timely manner
3. Ensure the safe storage and use of chemicals and cleaning agents according to WHMIS standards

### **D. Safety, Health, and Compliance**

1. Ensure health, safety, and environmental regulations are consistently met
2. Maintain a safe school environment for students, staff, and visitors
3. Report maintenance issues, hazards, or equipment failures to the Principal or maintenance staff
4. Participate in safety audits, inspections, and emergency drills
5. Assist in the training and supervision of student helpers working in janitorial or work-experience roles.

### **E. Collaboration and School Support**

1. Work collaboratively with maintenance staff to ensure building systems and equipment are functioning properly
2. Support school events by preparing facilities and ensuring cleanup afterwards
3. Assist in maintaining a welcoming, culturally inclusive school environment.

### **F. Additional Responsibilities**

1. Occasionally perform minor maintenance tasks under the guidance of the maintenance team
2. Participate in professional development and training related to custodial work, safety, and environmental best practices
3. Perform other duties as reasonably assigned by the Principal.

### **WORKING CONDITIONS**

- Work is performed indoors and outdoors in all weather conditions
- Requires standing, walking, lifting, bending, and manual handling of supplies and equipment
- Exposure to cleaning chemicals and potential allergens
- Occasional work during evenings or weekends for special events, seasonal deep cleaning, or emergency response
- Responsible for ensuring that the school facility, equipment, and supplies are used safely and maintained to prevent accidents or damage
- Work in a collaborative environment with school staff, students, and the maintenance team

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**EMPLOYEES HAVE THE RIGHT AND RESPONSIBILITY** to ensure their own healthy and safe work environment, by exercising their right to: “Information, Instruction and Training”, “Refuse Unsafe Work” and “Participate in Workplace OH&S Programs”, as outlined in the Worker’s Compensation Act with WorkSafe BC or any other laws or regulations, both provincially and federally governing the Gitksen West Secondary School. It is intended that all tasks and responsibilities are performed by staff in a manner that ensures their safety and health and those of their co-workers.

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Custodian's Name	Custodian's Signature	Date
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GWSS Principal's Name	Principal's Signature	Date
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February 2026



## **GITKSEN WEST SECONDARY SCHOOL EDUCATIONAL ASSISTANT JOB DESCRIPTION**

### **GITKSEN WEST SECONDARY SCHOOL**

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### **JOB SUMMARY**

The High School Educational Assistant (EA) supports students in Grades 8–12 in achieving academic, social, emotional, behavioral, and life skill goals within an inclusive secondary school environment. Working under the direction of teachers and the Learning Support Teacher, the EA assists students with diverse learning needs in accordance with the vision, mission, philosophy, strategic plan and policies.

The EA provides targeted support in academic classes, life skills programs, vocational settings, and community-based learning environments to promote independence, graduation success, and post-secondary transition readiness. The EAs works collaboratively with the Learning Support Teacher, classroom teachers to ensure that students with diverse learning needs receive appropriate supports and individualized programming. At Gitksen West Secondary School, the Learning Support Teacher plays a key role in delivering culturally responsive, strength-based, and trauma-informed practices that reflect Sim'alg yax, Gitksen culture, and holistic approaches to student well-being.

### **REPORTS TO**

2. Principal

### **EMPLOYMENT QUALIFICATIONS**

- Completion of a recognized Educational Assistant or Special Education Assistant certificate/diploma
- Minimum Grade 12 Dogwood Diploma
- Experience working with First Nations students and knowledge of culturally responsive and trauma-informed practices, an asset
- Experience working in a secondary (high school) environment
- Patience and professionalism with adolescents
- Flexibility in a dynamic secondary school environment

- Commitment to inclusion and graduation success
- Training in Non-Violent Crisis Intervention (NVC) or similar programs. an asset
- Experience supporting students in work experience or vocational programs
- Familiarity with assistive and adaptive technology used in secondary schools
- Understanding of the BC Education Curriculum and related educational programs
- Excellent communication, organization, and collaboration skills
- Excellent problem solving and decision-making skills
- Ability to provide direct service to students in small group, pull-out, and push-in situations
- Ability to work collaboratively as part of a team
- Excellent organizational and administrative skills, including technology
- Knowledge of public, independent, and band-operated schools
- Valid First Aid and CPR certification
- Clear Criminal Record Check with Vulnerable Sector Screening.

## **DUTIES AND RESPONSIBILITIES**

### **Academic & Classroom Support**

- Assist students in Grades 8–12 in core academic subjects (English, Math, Science, Social Studies) and elective courses.
- Support the implementation of Individual Education Plans (IEPs), including planning, researching, adapting, and collecting instructional materials.
- Reinforce teacher and the Learning Support Teacher instruction, clarify assignments and expectations, and monitor student work and completion.
- Assist students with organization, time management, study skills, exam preparation, credit completion, and graduation requirements.
- Monitor classes and supervise students when the teacher is briefly absent.
- Use computers, assistive technology, and specialized equipment to provide instructional support, including augmentative and alternative communication (AAC) systems (e.g., communication boards, switches, FM systems, basic sign language), and troubleshoot/program equipment as needed.

### **Life Skills & Transition Support**

- Support students in developing daily living skills, independence, self-esteem, self-advocacy, and personal interests.
- Provide life skills training (e.g., hygiene, cooking, shopping, banking, employment readiness).
- Support career education, vocational training, work experience placements, and transition planning aligned with post-secondary pathways (employment, trades, college, university).
- Accompany and supervise students during community-based learning activities and field trips, ensuring safety and appropriate behavior in various settings.
- Transport and support students as required for community-based activities.

### **Behavioral & Social-Emotional Support**

- Participate as a member of the School-Based Team to plan, implement, and evaluate students' academic, social, emotional, and physical needs.
- Implement Positive Behaviour Support Plans, safety plans, and trauma-informed, restorative practices.
- Support students during times of dysregulation using non-violent and non-physical crisis intervention strategies.
- Clarify expected behaviors, support self-regulation, and promote appropriate peer interactions and social inclusion.
- Monitor and support student behavior during arrival, class transitions, lunch, dismissal, playground, and community settings.
- Advise teachers and the principal of unusual student comments, behaviors, or patterns of concern.

### **Assessment, Monitoring & Documentation**

- Collect and maintain accurate data on student learning, behavior, functional assessments, and progress.
- Observe, monitor, and document changes in students' academic performance, health, emotional well-being, and physical needs.
- Assist school staff and external professionals (e.g., Occupational Therapist, Physiotherapist, Speech-Language Pathologist, Psychologist) in evaluating student progress and implementing recommended programs.
- Compile information and materials for meetings and participate in IEP meetings, case conferences, and transition planning sessions.
- Maintain accurate documentation and follow school policies and privacy legislation regarding confidentiality.

### **Personal Care, Health & Safety Support (as required)**

- Assist with mobility, lifts, transfers, and personal care (e.g., toileting, menses, clothing, catheterization, oral and tube feeding, diapers).
- Dispense medications and carry out procedures as outlined in individual Health Care Plans or Medication Administration Forms.
- Provide preventative and emergency response care (e.g., seizures, choking, other health concerns).
- Maintain required First Aid and CPR certification.
- Organize and monitor safe arrival, departure, emergency evacuation procedures, and overall site safety.

### **Collaboration & Advocacy**

- Work collaboratively with classroom teachers, Learning Support Teacher, Student/Family Advocate, Youth Support Worker, administration, and external professionals.

- Act as an advocate for students and support effective communication between students, staff, families, and service providers.
- Provide relevant information to appropriate staff regarding student-specific needs (safety, health, academic, emotional, and social).
- Support culturally responsive practices, including Gitksen cultural awareness and inclusion.
- Follow school policies and procedures related to privacy, confidentiality, and professional conduct.

**Working Conditions**

- Work occurs in classrooms, learning support rooms, shops, labs, gyms, and community-based settings.
- May require lifting or supporting students with mobility needs.
- Position follows the secondary school calendar.
- Daily schedule may vary based on student timetables and needs.

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Educational Assistant’s Name	Educational Assistant’s Signature	Date
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GWSS Principal’s Name	Principal’s Signature	Date
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February 2026



## **GITKSEN WEST SECONDARY SCHOOL MAINTENANCE JOB DESCRIPTION**

### **GITKSEN WEST SECONDARY SCHOOL**

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### **JOB SUMMARY**

The Maintenance Worker is responsible for the general maintenance, repair, and upkeep of Gitksen West Secondary School, including the school building, teacherages, grounds, and all other assets owned by the Gitksen West Secondary Society. Gitksen West Secondary School is a new facility, and this position plays a critical role in maintaining the school to a high standard of care, appearance, and functionality. The Maintenance Worker ensures that all maintenance and repair activities protect the integrity of building systems, preserve manufacturer and contractor warranties, and contribute to the long-term sustainability of school assets.

The Maintenance Worker works closely with the Principal, the Gitwangak First Nation Maintenance Department, and external service providers, and supports asset management and long-term planning through contributions to the Asset Condition Reporting System (ACRS).

### **REPORTS TO**

3. Principal

### **EMPLOYMENT QUALIFICATIONS**

- Minimum of 3 years of related maintenance experience.
- Red Seal Carpenter and/or Basic Maintenance Certification
- Class 5 BC Driver's license and clear Driver's Abstract.
- Physical ability to perform maintenance duties, including lifting, climbing, and working in varied environments
- Experience working in school, public, independent, or band-operated facilities
- Ability to understand and carry out verbal and written instruction.
- Competency in the safe operation of hand and power tools, including lawn mowers, leaf blowers, sanders, skill saws, drills, grinders, pressure washers, snowplows, and similar equipment
- Knowledge of asset management systems and preventative maintenance practices

- Experience contributing to or supporting Asset Condition Reporting Systems (ACRS) or similar tools
- Strong leadership, interpersonal, and communication skills
- Basic computer skills, including Outlook, Word, Excel, and email
- Willingness and ability to use building and maintenance-related software (training provided)
- Knowledge of the Gitksen people and culture
- Standard First Aid and CPR certification
- WHMIS training
- Knowledge of Sim'algayax and Gitksen culture
- Ability to foster a positive, collaborative team environment
- Innovative, solution-focused, and highly motivated work ethic
- Emergency First Aid, Level 1, an asset
- Clear Criminal Record Check with Vulnerable Sector Screening.

## **DUTIES AND RESPONSIBILITIES**

### **1. Facility & Building Maintenance**

- Perform general maintenance, repair, and preventative maintenance for the school building, teacherages and exterior grounds.
- Conduct daily, seasonal, and annual inspections of school facilities and assets.
- Perform maintenance trade duties including plumbing, HVAC, electrical, painting, drywall, light carpentry, and general repairs.
- Ensure proper and continuous operation of heating, ventilation, and mechanical systems.
- Assist with geotechnical, gas fitting, and heating-related functions as required.

### **2. Equipment, Tools & Systems Maintenance**

- Diagnose, repair, and/or replace commercial and residential appliances including refrigerators, ovens, dishwashers, and hot water heaters.
- Troubleshoot issues with facility furniture, fixtures, and equipment.
- Repair or replace defective parts using hand and power tools and reassemble equipment.
- Perform fitter duties such as changing fan bearings, shafts, and motor alignment as required.
- Monitor start-up and operation of equipment to ensure safe and efficient performance.

### **3. Grounds, Seasonal & Exterior Maintenance**

- Maintain school grounds, walkways, parking areas, and building exteriors.
- Perform snow removal and ice control before and during school hours as required.
- Conduct daily exterior inspections of school grounds prior to staff and student arrival.
- Operate grounds maintenance equipment including lawn mowers, weed eaters, leaf blowers, pressure washers, and snowplows.

#### **4. Health, Safety & Security**

- Inspect and maintain fire extinguishers, fire alarms, and other life safety systems.
- Support building security programs in collaboration with the Principal.
- Ensure compliance with WorkSafeBC requirements, WHMIS, and safe work practices.
- Identify, report, and address safety hazards and unsafe conditions promptly.

#### **5. Projects, Renovations & Contractor Coordination**

- Work collaboratively with the Principal on renovations, repairs, and capital projects within approved budgets.
- Schedule, coordinate, and oversee work orders and routine maintenance activities.
- Coordinate and assist external tradespeople and contractors working on school facilities.
- Deliver, erect, and dismantle scaffolding when required.
- Read and interpret blueprints, diagrams, technical manuals, and project sketches.

#### **6. Asset Management, Warranties & ACRS Reporting**

- Maintain the school to a high standard of care consistent with a new facility.
- Ensure all maintenance and repairs are completed in ways that preserve building, equipment, and system warranties.
- Identify warranty-covered deficiencies and coordinate service calls, documentation, and follow-up.
- Maintain accurate records related to warranties, preventative maintenance schedules, and asset lifecycles.
- Contribute to the ongoing review and implementation of the Asset Condition Reporting System (ACRS) by:
  - Identifying deficiencies and maintenance priorities
  - Supporting preventative maintenance strategies
  - Assisting with long-term capital planning and reporting.

#### **7. Inventory, Purchasing & Documentation**

- Order maintenance materials and supplies with prior approval from the Principal.
- Verify invoices and delivery slips for accuracy.
- Maintain accurate inventories of tools, equipment, and supplies.
- Complete purchase requisitions, work orders, and maintenance records in a timely manner.
- Maintain organized maintenance shops and storage areas.

#### **8. Communication, Collaboration & Mentorship**

- Communicate regularly with the Principal regarding maintenance priorities and schedules.
- Work collaboratively with school staff, maintenance team members, and external partners.
- Work closely with the Gitwangak First Nation Maintenance Department to coordinate maintenance activities and asset management practices.

- Teach and mentor students in basic trade skills and safe work practices where appropriate.

### **9. Emergency Response & On-Call Duties**

- Respond to facility-related emergencies as required.
- Be available for on-call maintenance support outside regular school hours.
- Perform related duties as assigned in support of facility operations.

### **WORKING CONDITIONS**

- Full-time, school-based position.
- Work performed indoors and outdoors in varying weather conditions.
- Physically demanding work requiring standing, walking, bending, lifting, climbing, and carrying heavy materials.
- Regular use of hand tools, power tools, ladders, and maintenance equipment.
- Exposure to noise, dust, chemicals, and mechanical hazards.
- Monday to Friday: 7am to 3pm with one-hour unpaid lunch hour.
- Occasional early mornings, evenings, weekends, and on-call emergency response.
- Regular interaction with students, staff, contractors, and community partners.
- High level of responsibility for maintaining a new, high-value facility and protecting long-term infrastructure investments.

### **GENERAL DISCLAIMER**

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**EMPLOYEES HAVE THE RIGHT AND RESPONSIBILITY** to ensure their own healthy and safe work environment, by exercising their right to: “Information, Instruction and Training”, “Refuse Unsafe Work” and “Participate in Workplace OH&S Programs”, as outlined in the Worker’s Compensation Act with WorkSafe BC or any other laws or regulations, both provincially and federally governing the Gitksen West Secondary School. It is intended that all tasks and responsibilities are performed by staff in a manner that ensures their safety and health and those of their co-workers.

**IN THE OUTLINED DUTIES** in this job description, it is highly probable that the employee will be exposed to very confidential and sensitive information. Therefore, it is intended that employees that fulfill these tasks will do so with the strictest of confidentiality as outlined in the Privacy and Confidentiality Act and any other applicable laws or regulations, both provincially and federally governing Gitksen West Secondary School and its employees.

**YOUR SIGNATURE BELOW** is an acknowledgement and commitment that you have read and understand the above outlined job description and will continually strive to accomplish each task in a professional and appropriate manner.

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Maintenance's Name	Maintenance's Signature	Date
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GWSS Principal's Name	Principal's Signature	Date
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February 2026



## **GITKSEN WEST SECONDARY SCHOOL YOUTH SUPPORT WORKER JOB DESCRIPTION**

### **GITKSEN WEST SECONDARY SCHOOL**

Gitksen West Secondary School is a brand-new, state-of-the-art high school serving the Gitwangak, Gitsegukla and Gitanyow First Nations. We provide a safe, inclusive, and culturally rich learning environment that blends academic excellence with Sim'alg yax and Gitksen culture, and traditions. Our modern facilities include specialized classrooms for science, arts, and trades, a full commercial kitchen for nutrition programs and culinary studies, a gymnasium, and outdoor track and sports field. Students have opportunities for work experience, leadership, and skill-building programs, while staff benefit from a collaborative and innovative professional environment.

### **JOB SUMMARY**

The Youth Support Worker (YSW) provides social, emotional, behavioral, mentorship and cultural support to students in Grades 8–12 who are experiencing social, emotional, behavioral, mental health, or family-related challenges. Working closely and collaboratively with the Student/Family Advocate and within a multidisciplinary team, the YSW promotes student well-being, engagement, attendance, and successful school completion.

At Gitksen West Secondary School, the Youth Support Worker plays a key role in delivering culturally responsive, strength-based, and trauma-informed practices that reflect Sim'alg yax, Gitksen culture, and holistic approaches to student well-being.

### **REPORTS TO**

4. Student/Family Advocate (School Counsellor)
5. Principal

### **EMPLOYMENT QUALIFICATIONS**

- Completion of a two-year diploma program in Indigenous studies, Child & Youth Care program, or equivalent, from an accredited post-secondary institution
- Strong understanding of adolescent development.
- Knowledge of trauma-informed practice and positive behavior support.
- Experience supporting youth with mental health challenges, substance use concerns, or behavioral difficulties.
- Excellent interpersonal, communication, and conflict resolution skills.
- Ability to work independently and as part of a multidisciplinary team.
- Experience working with First Nations youth
- Experience working in a secondary (high school) environment
- Patience and professionalism with adolescents
- Flexibility in a dynamic secondary school environment
- Commitment to inclusion and graduation success

- Training in Non-Violent Crisis Intervention (NVC) or similar programs. an asset
- Experience supporting students in work experience or vocational programs
- Familiarity with assistive and adaptive technology used in secondary schools
- Excellent communication, organization, and collaboration skills
- Excellent problem solving and decision-making skills
- Ability to work collaboratively as part of a team
- Excellent organizational and administrative skills, including technology
- Knowledge of public, independent, and band-operated schools
- Valid BC Driver's License (Class 5)
- Valid First Aid and CPR certification
- Clear Criminal Record Check with Vulnerable Sector Screening.

## **DUTIES AND RESPONSIBILITIES**

### **Student Support & Mentorship**

- Build positive, supportive relationships with students at risk.
- Provide one-to-one and small group support focused on social-emotional development.
- Assist students in developing self-regulation, conflict resolution, and coping strategies.
- Support re-engagement of students with chronic absenteeism or school avoidance.
- Support students in developing daily living skills, independence, self-esteem, self-advocacy, and personal interests.
- Provide outreach services including home visits and other needs as required.

### **Behavioral & Mental Health Support**

- Implement behavior intervention and safety plans in collaboration with the Student/Family Advocate and other school staff.
- Use trauma-informed, strength-based, and restorative practices.
- Provide crisis intervention and de-escalation when required.
- Monitor student well-being and communicate concerns to administration and appropriate professionals.

### **Family & Community Liaison**

- Maintain communication with families to support student success.
- Connect students and families with the Student/Family Advocate, community agencies and services.
- Collaborate with external service providers where appropriate.

### **School Engagement & Programming**

- Facilitate social skills groups, mentoring programs, or lunch-hour activities.
- Support positive school climate initiatives.
- Assist with transition planning for students moving between grades or programs.

### **Collaboration & Documentation**

- Work closely with Student/Family Advocate, Elders in Residence, administrators, counsellors, teachers, and external professionals.
- Participate in student support meetings and case conferences.
- Act as an advocate for students and support effective communication between students, staff, families, and service providers.
- Maintain accurate, confidential documentation in accordance with school policy and provincial privacy legislation.
- Provide relevant information to appropriate staff regarding student-specific needs (safety, health, academic, emotional, and social).
- Support culturally responsive practices, including Gitksan cultural awareness and inclusion.
- Follow school policies and procedures related to privacy, confidentiality, and professional conduct.

### **Working Conditions**

- Work occurs in classrooms, learning support rooms, shops, labs, gyms, and community-based settings.
- Full-time, school-based position aligned with the academic calendar
- Work conducted primarily in an office, classroom, and school setting
- Regular interaction with students, families, staff, and community service providers
- May require flexible scheduling to accommodate meetings, crisis response, or family engagement
- Emotional demands associated with supporting students experiencing social, emotional, or behavioural challenges
- Adherence to professional ethics, confidentiality requirements, and privacy legislation
- Occasional participation in meetings, case conferences, or professional development outside regular school hours.

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**YOUR SIGNATURE BELOW** is an acknowledgement and commitment that you have read and understand the above outlined job description and will continually strive to accomplish each task in a professional and appropriate manner.

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Youth Support Worker's Name	Youth Worker's Signature	Date
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GWSS Principal's Name	Principal's Signature	Date
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February 2026