



**EMPLOYMENT OPPORTUNITY – GRADE 1-9 HOMEROOM CREE LANGUAGE
TEACHER**

ENOCH CREE KITASKINAW EDUCATION AUTHORITY LTD

OPEN COMPETITION

JOB PURPOSE: The primary focus for the classroom teacher is on the planning, preparation, teaching, and assessment of programs to achieve specific student outcomes as outlines in the Alberta Program of Studies. The main goal being to engage students, optimize their learning, and increase positive views of learning using the Cree Language and Culture.

SUMMARY OF JOB DUTIES:

- Long range your plan, Mid-range unit plans, and Short range daily lesson plans for each class.
- Based on the Alberta Program of Study for the relevant grades and subjects.
- Gathering, ordering, and preparing suitable, approved, and effective supplies and recourses from the library or other establishments.
- Creating student assignments and activities to fulfill courses objectives.
- Modifying activities and adapting assignments based on individual student needs and interest.
- Plan and supervise class projects, field trips, guest speakers, or other experiential activities and guide student learning.
- Organizing and preparing visual stimulation to create a welcoming, encouraging, and inviting classroom environment.
- Establishing and enforcing classroom, and whole school, rules and procedures to maintain a positive atmosphere.
- Systematic, objective, and continuous evaluation of student progress through the use of the Cree Language and Culture.
- Observe and evaluate student performances, behavior, social development, and physical health.
- Maintain accurate and complete student records as required by district and administrative regulations.
- Marking of exams, tests, and other summative assessments.
- Report cards for each 3 reporting periods.
- Be available for parent/teacher interviews to discuss student progress.
- Confer with Parent/Guardian, teachers, education assistants, paraprofessionals, counselors, and administrators in order to resolve student behaviors, physical health, or academic progress.

REQUIREMENTS:

- The ability to deal with the emotional and mental stress of working with a student or group of students who are often active and demanding.
- The ability to interact with students and staff in a tactful, empathetic manner.
- Cree Language is an asset (to communicate with Elder's, and Community).
- Must be resourceful.



ENOCH CREE NATION
HUMAN RESOURCE DEPARTMENT

BOX 29, ENOCH, ALBERTA, T7X 3Y3

PHONE: 780.470.4505

FAX: 780.470.0463

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- Open communication with students and parents and/or guardians.
- Ability to multi-task.
- High level of professionalism and maintains student and Kitaskinaw School's confidentiality.
- Excellent time and project management skills.
- Excellent communication skills=verbal and written.
- Strong interpersonal skills.
- Able to meet multiple deadlines with constantly changing priorities.
- Superior tact, diplomacy, and ability to deal with politically sensitive issues.
- Ability to work effectively and effectively both independently and as part of the dedicated ECN Kitaskinaw School Team.

EDUCATION AND EXPERIENCE:

- Maskwacis CIIP program in 1999.
- University of Alberta Community Language Linguistic Certificate.
- Clear Criminal Record and Intervention Record Checks.
- Certified in Standard First Aid with AED.
- Proficient with Microsoft Office Software Programs, such as Microsoft Word, Excel, Power Point and MS Outlook to compile correspondence of letters, memorandums, presentations, reports etc.
- Have high standards of ethics and confidentiality to handle sensitive information.
- Must be open and willing for recommended training if necessary for job requirements by attending training programs, workshops, information sessions, and conferences when available.
- Cree Language is an asset.
- Minimum Class 5 Driver's License and provide own transportation.

WORKING CONDITIONS:

- Monday to Friday, 8:30 am – 4:30 pm.
- Enoch Cree Nation Kitaskinaw School.

Closing Date: June 22, 2018

Interview Date: June 25 – 27, 2018

Start Date: August 15 – 30, 2018

Please submit cover letters & resumes to **Human Resource Department**

*Email: recruitment@enochnation.ca Fax: **780.470.0463***

*Phone: **780.470.4505** Ext: **2221***

ECN thanks all applicants for their interest in this opportunity. Only candidates considered for the position will be contacted for an interview