



**EMPLOYMENT OPPORTUNITY – GRADE THREE TEACHER**  
**ENOCH CREE KITASKINAW EDUCATION AUTHORITY LTD.**  
**\*OPEN COMPETITION\***

**JOB PURPOSE:** The successful candidate of this full-time position (1.0 FTE) will provide programming under the Alberta curriculum for grade three. We are looking for a committed and dynamic teacher who is interested in bringing their energy and enthusiasm in and outside of the classroom.

**SUMMARY OF JOB DUTIES:**

- Create rules and procedures to maintain order for the students.
- Evaluate the students' academic, behavior, social and physical performances.
- Set up the classroom and to create a fun learning environment.
- Apply teaching methods and instructional materials to meet the students' needs and interests.
- Determine the objectives for all lessons, units and projects.
- Grade classroom work and homework assignments.
- Prepare students report cards.
- Participate in parent teacher conferences to discuss the student's overall progress.
- Work in collaboration with the parents and guardians, counsellors and the administration to resolve the student's behavioural and academic difficulties.
- Use computers, Smartboards, audio and visual aids to supplement presentations.
- Provide daily lesson plans.
- Attend professional meetings, education conferences and workshops.
- Plan and supervise student field trips.
- Ability to deal with emotional and mental stress of working with student or group of students who are often active and demanding.
- The ability to interact with students and staff in a tactful and empathetic manner.
- Must be resourceful.



- Ability to multi-task.
- Excellent with time management.
- Excellent organizational and prioritization skills.
- Excellent communication skills-verbal and written.

#### **REQUIREMENTS:**

- Must possess a driver's license own a vehicle.
- Clear Criminal and Intervention Records Checks.
- Certified in standard First Aid with AED.
- Cree language is an asset.
- Submit a copy of an up-to-date transcript(s) for all post-secondary education.
- Copy of Alberta teaching certificate.
- Copy of Alberta teaching certificate.
- Copy of Teacher Qualification Statement.
- Most recent teaching evaluation and references letters.
- Autobiographical statement (No more than one page and should give a clear picture of your background, including what influenced you to pursue a career in education).
- Cover letter.
- Resume.

#### **EDUCATION AND EXPERIENCE:**

- Bachelor of Education Degree.
- Experience working in First Nation's School.
- Strong literacy background and knowledge in Fountas and Pinnell Level Literacy Proficient with Microsoft Office Software Programs, such as Microsoft Word, Excel, Power Point, and MS Outlook to compile correspondence of letters, memorandums, presentations, and reports etc.
- High standards of ethics and confidentiality to handle sensitive information.
- Appreciation and understanding of Aboriginal culture and traditions.



ENOCH CREE NATION  
HUMAN RESOURCE DEPARTMENT

BOX 29, ENOCH, ALBERTA, T7X 3Y3

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**WORKING CONDITIONS:**

- The grade three teacher will be required to work from Monday to Friday at Enoch Cree Nation Kitaskinaw School, 8 hour shift in accordance with the ECN Policy and Procedure Manual – Section D.

**Closing Date: June 14, 2018**

**Interview Date: June 18-22, 2018**

**Start Date: August 15 – September 1, 2018**

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

*Email: [recruitment@enochnation.ca](mailto: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\**