



EMPLOYMENT OPPORTUNITY – INCLUSIVE EDUCATIONAL ASSISTANT (2 VACANCIES)

ENOCH CREE KITASKINAW EDUCATION AUTHORITY LTD.

OPEN COMPETITION

JOB PURPOSE: Educational Assistants are to assist the education, development and training of students as well as to assist in maintaining a smooth and efficient operation of the school in general. Educational Assistants must work under the Supervision of a teacher and/or administrator and take direction from the professional to whom they are assigned. The Educational Assistants are to follow the Alberta curriculum, and modify material and teaching styles to account for the individual needs of students.

The Educational Assistants are to consult regularly with the teachers/staff for the benefit of any student and follow the same code of conduct as certified teachers. Will be developing trusting relationships with children and involve family and community members in classroom activities on a regular basis. Supervise students in structured (classroom) and unstructured settings (hallway, recess, lunch). Report to their immediate supervisor or Principal for duties. Assist with implementation of material and programs designed and prescribed by teachers.

Assist and support yearly, monthly and daily lesson plans with staff. Support setting realistic academic and behavioral goals for each student and class. Perform objective making of student work, using teacher made answer key. Support the evaluation and reporting on students' intellectual, social and academic progress on a regular basis. Maintain the daily attendance register, when requested. Support the planning, organization and maintaining of student records effectively. Follow supervision schedule made out by the administrator.

Accompany and supervise classes or groups on excursions or field trips. Work with students in varying academic subjects independently or in small groups. Assist students who may have special behavioral/intellectual needs. Assist teacher with classroom tasks when requested, work as a team to support students and teacher in routines and discipline. Assume responsibility to promote cultural awareness in the classroom, community, or special school activity.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- Certificate or Degree preferred.
- Minimum Grade 12 High School Diploma.
- High commitment to the benefits of education.
- Respect for confidentiality.
- Be punctual, dependable and flexible.
- Must be willing to participate in Professional Development.
- It is requested by all school employees to provide a clean and recent (within the last six months) Police Check and Vulnerable Sector check.

WORKING CONDITIONS:

Required to work Monday to Friday, 8:00 am – 4:00 pm, at Kitaskinaw Education Authority Ltd., while adhering to the Kitaskinaw Policy and Procedure Manual and the Enoch Cree Nation Human Resources Policy & Procedure Manual.

Closing Date: September 27, 2018

Interview Date: September 28 & 29, 2018

Start Date: October 1, 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