



ENOCH CREE NATION
HUMAN RESOURCE DEPARTMENT

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EMPLOYMENT OPPORTUNITY – SUBSTITUTE TEACHER
ENOCH CREE KITASKINAW EDUCATION AUTHORITY LTD.
OPEN COMPETITION

JOB PURPOSE: The Kitaskinaw Education Authority (Enoch Cree Nation) welcomes you if you are interested in working part-time with a high skilled and talented Education team. With the energy and enthusiasm to provide Instructional services with the guidance and support for each student to reach his/her ultimate potential intellectually, spiritually, emotionally and physically with a strong Maskekosak Identity in a respectful, safe and loving learning environment. You will deliver instructions to the students from the daily lesson plans and apply teaching methods to meet the students' needs and interests. Create rules and procedures to maintain order for the students they are responsible for. Will supervise the student's recesses and lunch breaks.

Have the ability to deal with the students emotional, mental and academic stresses. The ability to interact with students and staff in a tactful and respectful and empathic manner. Use computers, smart boards, and audio visual aids to supplement presentations. Evaluate the students' academic, social and physical performances. Superior tact, diplomacy and ability to deal with politically sensitive information. Create an engaging and fun learning environment. Work in collaboration with the parents, counsellors, and the administration addressing concerns regarding the child's academics or behaviors.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- Proficient classroom and behavior management skills. Excellent organizational and prioritizing and time management skills. Excellent communications skills, verbally and written. Determine the objectives for all lessons, units and plans. Must be resourceful and the ability to multi-task.
- Must have a valid driver's license. Clear criminal record and vulnerable sector clearance checks. Copy of Alberta teaching certificate. Certified in standard first aid with AED. Familiar with the ATA code of conduct and ethics. Familiar with the Alberta Curriculum School guide. Have high standards when handling confidential and sensitive information.
- Bachelors of Education Degree. Experience working in a First Nations School. Strong literacy background and knowledge in Fountas and Pinnel Level Literacy. Proficient with Microsoft Office software programs. Appreciation and understanding of Aboriginal Culture and traditions.

WORKING CONDITIONS:

The Substitute Teacher will be required to work on an on-call basis from Monday to Friday, 8:00 am – 4:00 pm, at Kitaskinaw School, while adhering to the Kitaskinaw Education Authority Ltd Policy and Procedures and the Enoch Cree Nation Human Resources Policy & Procedure Manual.

Closing Date: Until a suitable candidate is obtained

Interview Date: TBD

Start Date: TBD

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