



**ASSUMPTION SCHOOL
FIRST NATIONS EDUCATION ASSISTANT (E.A.)**

TEMPORARY EMPLOYMENT OPPORTUNITY

This 30-hour temporary position reports to the School Principal, as well as liaises with the Tla'amin Nation (TN) Education Coordinator, the successful candidate will act as a support to First Nation students attending Assumption School. The employment period for this position has yet to be determined, but could span 3-4 months from start of term.

DUTIES AND RESPONSIBILITIES

- Ability to work effectively with a range of TN children ranging from K-9, including students with special needs.
- Provides educational support to students requiring assistance with school work. Supports them in increasing their individual potential and to experience success with their education.
- Ability to build and maintain rapport with students, demonstrating patience and understanding when resolving problems or conflicts that may arise.
- Strong communication skills, including ability to work collaboratively with teachers, and other associates.
- Respects confidential information.
- Provides teacher with feedback regarding student progress to help with assessing future need.
- Supervises students as required.
- Other duties as required.
- Must be willing to attend professional development days and specialized training as may be required.

QUALIFICATIONS AND EXPERIENCE

- Certification as an Educational Assistant from a recognized institution, including a successful supervised practicum. Preferred but not required.
- Be proficient with Microsoft Office Suite.
- High School graduation.
- Preferably have volunteer and/or paid experience working with people with disabilities.
- Level 1 OFA desirable.
- Experience working with First Nations children/youth.
- Valid Class 5 Driver's license with satisfactory driver's abstract. Must have reliable transportation.
- Knowledge of resources and services available to First Nations youth.
- Satisfactory criminal record check.

Please submit a recent resume along with proof of certification and practicum reports, including email addresses of 1-2 sponsor teachers or EA mentors/supervisors as references.

*Salary to be determined.

Resumes may be submitted via email to: hr@tn-bc.ca or submitted to front desk at the TN Governance building by **Wednesday, November 20th at 3PM.**

We thank all applicants for their interest, however, only those who are short-listed will be contacted for an interview.