



KWAKIUTL BAND JOB DESCRIPTION

Educational Assistant Job Posting

JOB SUMMARY:

Reporting to the Principal, the Education Assistant assists in the classroom to support student learning and provides supervision during recess and lunch. The Education Assistant follows the directions of the classroom teacher.

DUTIES / RESPONSIBILITIES:

Classroom

- Assists students with academic
- Maintains discipline
- Ensures student safety at all times
- Assists in the care of sick or injured students
- Assists teachers in preparing materials for lessons
- Works directly with students with special needs

Supervision

- Provides safe supervision of students during lunch and recess
- Works with teachers to ensure students are never unsupervised

REQUIREMENTS:

- Completion of Education Assistant Certificate from a recognized institution or related education preferred
- Excellent interpersonal and communication skills
- Ability to understand and effectively carry out oral and written instructions
- Experience working with children or youth

KEY RELATIONSHIPS:

- Work closely with Wagalus School staff, parents and children
- Maintains good relations with the Kwakiutl membership and community

WORKING CONDITIONS:

- Smoke and scent free environment
- Harassment and violence free environment
- Successful criminal records check

Start Date: October 3, 2018 Completion Date: June 28, 2019

Completed application packages must include a cover letter, resume and 2 professional references. Incomplete packages will not be accepted. Please send completed applications by email to:

Deadline: Monday, October 1, 2018, 1 pm

Attention Marion Hunt – Kwakiutl Education Administrator - kboeducation@gmail.com