



OCHAPOWACE

P.O. Box 550, Whitewood, Saskatchewan, S0G 5C0

Phone: (306) 696-2425 Fax: (306) 696-2426

FULL TIME JOB OPPORTUNITY THREE (3) POSITIONS: Education Assistant

PURPOSE OF THE POSITION:

The Educational Assistant shall work under the direction and guidance of the classroom teachers and under the general supervision of the Principal and the Director of Education. The Principal shall assign the tasks and duties and the teachers whom the Educational Assistant are responsible to and work for. The Educational Assistants shall be willing to take direction from professional staff, and work with children in a caring, understanding, helpful, sensitive and pleasant manner. The Educational Assistant function is to assist the teacher in the teacher tasks. Many of the Educational Assistant tasks are tasks delegated by the teacher.

SUMMARY OF DUTIES:

Assist individual students with assignments, preparing teacher materials, Do remedial work with students, supervise assigned reading, play or other activity, maintain records of achievement and attendance, assist with lunch programs, assist in organizing school functions, assist with blackboard, bulletin board and classroom decorations, correcting assignments as instructed, provide recess and noon-hour supervision as required, assist at parent and staff meetings, assist in maintaining a tidy classroom, photocopying as instructed, shall assume any other duties as may be assigned by the teacher.

EDUCATION, SKILLS & ABILITIES

- Grade twelve diploma.
- Some post-secondary and experience Or Diploma/Certificate from an accredited education institution, preferably in Early Learning, Education or Counselling would be an asset.
- Must be friendly, patient, dependable, and possess a professional demeanour.
- Ability to interpret and implement the organizations policies and procedures.
- Excellent multi-tasking and decision making skills.
- Communicate clearly and concisely orally, and in writing.
- Must be flexible and able to work well independently and with a team.
- Knowledge about Ochapowace First Nation, and First Nation culture and traditions.
- Criminal Record Check and prohibited drug test must be provided with resume.

Deadline: November 6, 2020

**PLEASE SUBMIT COVER LETTER, RESUME AND THREE (3) WRITTEN
REFERENCES TO:**

Human Resources, Ochapowace Nation

Email: mel.bear@ochapowace.ca

Only those considered for an interview will be contacted.