



OCHAPOWACE

P.O. Box 550, Whitewood Saskatchewan, S0G 5C0
Phone: (306) 696 2425, Fax: (306) 696 2426

Education

Ochapowace Nation – Job Posting

Position: **EDUCATIONAL ASSISTANTS** (Kakisiwew School)

Status: **Full-Time (Contract Positions)**

JOB SUMMARY:

The Educational Assistant shall work under the direction and guidance of the classroom teachers and under the general supervision of the principal. 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.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must be friendly, patient, dependable, and possess a professional demeanor.
- 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.

EDUCATION AND EXPERIENCE:

- Must have a minimum grade 12 education and/or 3 years' work experience,
- Some post-secondary and experience or Diploma/Certificate from an accredited education institution, preferably in Early Learning, Education or Counselling would be an asset.
- WHMIS and First Aid /CPR certificate,
- Valid driver's license and reliable vehicle.
- Vulnerable Sector/Criminal Record Check and clean drug test will be required, if you are the successful candidate.

Selection Process: *Candidates will be selected for this position on the basis of their skill, ability, experience and qualifications as identified in the resume.*

Application Deadline: **December 20, 2023 @ 4:30 p.m.**

Please send your **Cover letter** and **Resume**, with **Three (3) References** to:

HR@ochapowace.ca