



Whitecap Dakota First Nation Employment Opportunity

Educational Assistant – Charles Red Hawk Elementary School

We are a modern and progressive First Nation near Saskatoon and if you are an enthusiastic and dedicated professional, we want to hear from you. We offer competitive compensation, and great benefits! Apply to join our team today and see what the Whitecap Dakota First Nation is all about!

POSITION SUMMARY

In accordance with the standards of the Whitecap Dakota First Nation and reporting to the Charles Red Hawk Elementary School Principal, this position will support students, and assist teachers and counsellors with teaching and non-instructional tasks. They assist in areas of personal care, teaching, and behaviour management under the supervision of teachers and the Principle of the Charles Red Hawk Elementary School.

DUTIES AND RESPONSIBILITIES

The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. In accordance with standards of the Whitecap Dakota First Nation and **reporting to the principle - Charles Red Hawk Elementary School, the Employee will:**

- ✓ Discuss duties and receive direction from the classroom teachers to coordinate instructional efforts
- ✓ Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations
- ✓ Present subject matter to students under the direction and guidance of teachers using lectures, discussions, or supervised role-playing methods
- ✓ Tutor and assist children individually or in small groups to help them master assignments and to reinforce learning concepts presented by teachers
- ✓ Supervise students in the classroom, halls, cafeteria, school yards, Before and After School Program, gymnasium and on field trips
- ✓ Conduct demonstrations to teach such skills as sports, dancing, and handicrafts
- ✓ Enforce administration policies and rules governing students
- ✓ Participate in teacher-parent conferences regarding students' progress or situations
- ✓ Provide extra assistance to students with special needs, such as non-English speaking students or those with physical and mental disabilities
- ✓ Take class attendance and maintain attendance records
- ✓ Assist in bus loading and unloading
- ✓ Attend staff meetings and serve on committees as required
- ✓ Deliver behavior modification and personal development programs, under the supervision of the special education instructor, psychologists, or speech-language pathologists



- ✓ Laminate teaching materials to increase their durability under repeated use
- ✓ Take notes during parent-teacher interviews
- ✓ Work with students and teachers in promoting Dakota Culture and Language; and
- ✓ Assist in coordinating cultural and school related workshops and activities within the Whitecap Community
- ✓ Support the Nutrition Worker(s) and assist with Food Services for Students when required
- ✓ Any other assigned related duties to the position of Educational Assistant

Education and Experience Requirements

- ✓ Good interpersonal and communication skills are necessary, as are energy and enthusiasm.
- ✓ Genuine commitment towards helping children
- ✓ Sensitivity towards different cultures and ability levels of students.
- ✓ Problem-solving and a strong sense of empathy
- ✓ Ability to work in chaotic situations and holding patience while managing difficult children
- ✓ Ability and willingness to perform physical tasks if necessary
- ✓ Demonstrate skills that help in the development and empowerment of individuals.
- ✓ knowledge of various theories of education
- ✓ Knowledge and skills to meeting the different needs of learners.

The successful candidate will be subject to an acceptable Criminal Record Check as a condition of employment.

EMPLOYMENT TYPE: Fulltime, Permanent and 3 Month Maternity Leave Coverage

SALARY AND BENEFITS

- ✓ Competitive salary based on qualifications and experience.
- ✓ Eligibility for a subsidy off regular rates at the Whitecap Early Learning Centre.

APPLICATION PROCESS

- ✓ Submit cover letter and resume by email to: mstdenys@whitecapdakota.com.

APPLICATION DEADLINE – August 12, 2022

We wish to thank all applicants for their interest. Only candidates selected for interviews will be contacted.

