



Beausoleil First Nation

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Date Reported:
August 28, 2023

Employment Opportunity Education Assistant (Maternity Leave)

The Beausoleil First Nation Education Department is accepting applications for the maternity leave position of **Education Assistant. Preference will be given to applicants of Indigenous Descent.**

Minimum Qualifications

- Grade 12 Graduate.
- Education Assistant or Native Classroom Assistant Diploma/Certification
- Sensitivity to First Nations culture, lifestyle and tradition.
- Must have experience working with youth/children/proficiency in facilitation/leading youth.
- Excellent communication skills.
- Criminal Reference Check.
- Ability to interact with parents, teachers, administrators and special needs professionals.
- Be physically and emotionally capable of performing all duties
- Knowledge of Indigenous culture and ability to speak Ojibway an asset

Duties:

- Assist teachers with subject areas and projects.
- Assist with the supervision and training of students in the development of life skills and performance of daily activities.
- Assist small groups of students or individuals with the interpretation and completion of assignments.
- Provide ongoing and regular communication about any assigned programming to the teacher.
- As directed by the teacher/principal, keep a daily record/journal of student activities.
- Assist small groups of students with review/drills.
- Assist small groups of students with speech and language as directed by SERT or Speech Language Pathologist
- Assist staff in the development of appropriate behavior.
- Supervise students at recess and in the absence of teachers as directed.
- Assist in supervising extra-curricular activities either within or outside school building.
- Assist in preparing and arranging lesson materials, displays and any other classroom requirements.
- Assist with administration duties related to a particular classroom (eg. Copying, collating, filing, laminating, typing, etc.)
- Assist with collecting, recording and accounting for monies from student projects, etc.
- Assist in implementing behavioral management strategies.
- Lead groups of students as directed
- Any other duties as assigned by the Principal

Salary: DOE/DOQ
Duration: September to June 2024
Closing Date: **Sept 08, 2023**
Direct Supervisor: CIES Principal

Hours of Work: 35 hours per week

Functional Supervisor: Education Director

Applications can be emailed to the jobs@chimnissing.ca or brought to the Administration Building Front Reception. Please include: cover letter, resume and references available upon request. Your application package must be clearly marked with your name and the position you are applying for. Faxed or e-mailed applications are acceptable and **nly those selected for an interview will be contacted.**