



# Beausoleil First Nation Human Resources

11 O'Gemaa Miikaan  
Christian Island, Ontario  
L9M 0A9  
(705) 247-2051 Fax: (705) 247-2239 Email: [jobs@chimnissing.ca](mailto:jobs@chimnissing.ca)

## EMPLOYMENT OPPORTUNITY

### Christian Island Elementary School Relief Education Assistant

Posting Date:	Thursday, July 10, 2025
Classification:	Relief
Supervisor:	Charlene Frankavitz, Principal and Lynda Hoksbergen Director of Education.
Hours of Work:	On call
Salary:	Based on qualification
Closing Date:	Thursday, July 24, 2025
Vacancy Status:	Open

#### Overview

Beausoleil First Nation is accepting applications for the position of Education Assistant. This person is committed to providing a positive, engaging, and culturally appropriate learning environment for our students. This individual is also a team player who believes in the importance of establishing dynamic relationships with staff, parents, and the community in order to support our students in reaching their full potential. Preference will be given to applicants who are of Indigenous Descent.

#### Key Responsibilities Include:

##### Minimum Qualifications:

- Grade 12 Graduate.
- Education Assistant or Native Classroom Assistant Diploma/Certification or a willingness to obtain one.
- 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 capable of performing all duties

#### Key Responsibilities include:

- **Communication:** Strong verbal and written communication skills.
- **Interpersonal Skills:** Ability to build positive relationships with children, families, and colleagues.
- **Computer Skills:** General working knowledge of computers and relevant software.
- **Physical Ability:** Ability to assist children as needed, including lifting and bending.
- **Flexibility:** Ability to work in various locations and adapt to different situations.
- **Supervision and Programming:** Providing supervision and age-appropriate activities for students.
- **Collaboration:** Working with teachers to plan and implement programs and design learning environments.
- **Child Development:** Supporting children's growth in cognitive, physical, social, and emotional areas.
- **Communication:** Communicating with families and other staff members.
- **Assist Students:** Providing assistance with daily routines and activities (e.g., washroom duties, dressing, lunchroom, yard duty for recess, class trips, gym time, bus greetings in morning and afternoon).
- **Professional Development:** A willingness to complete recommended training as needed.
- Other tasks as assigned by Principal.



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## How to Apply

Submit a complete application package including:

- Cover letter
- Resume
- Copies of relevant diplomas/certificates
- Two recent employment related reference contacts

Email applications are preferred and can be sent to: [jobs@chimnissing.ca](mailto:jobs@chimnissing.ca)

Alternatively, application packages may be dropped off at: Beausoleil First Nation Administration Building

Please clearly mark your application with your name and the position you are applying for. Shortlisted applicants must bring original documents to the interview.

### Accessibility and Accommodation

Beausoleil First Nation is committed to a barrier free, inclusive recruitment process in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). Accommodations are available on request for all applicants during the hiring process.

### Artificial Intelligence (AI) Use

Artificial intelligence is not generally used to screen applicants for this position. In cases of high application volume, AI tools may be used to assist with organizing application data, but not to make hiring decisions.