



EMPLOYMENT OPPORTUNITY

Junior Educational Assistant

Internal Posting

Work Term: Sept 1, 2020 – March 2020

Posting Date: August 4, 2020

Closing Date: August 14, 2020 **12:00 noon**

Under the direction of the School Principal at Pic River Elementary School, the Junior Educational Assistant is responsible for working with a certified Educational Assistant and an assigned teacher in assisting with day-to-day needs of the classroom. The Junior EA will also be responsible for working one-on-one with identified students, assist in supervision of groups of students, and assist in non-instructional duties around the classroom.

Key duties include:

- Assist in the planning of material and lessons for identified students
- Work with students one-on-one or in small groups
- Assist and support classroom management strategies
- Supervision duties (recess, hallway, breakfast program)
- Assist in marking (non-subjective) assignments
- Engage in conversations and meetings with teachers, staff, parents, and other stakeholders

Qualifications:

Candidates will be screened according to the listed criteria. It is the responsibility of the candidate to indicate the he/she meets the following criteria, if any requirements are missing the applicants will be screened out of the competition.

- As per First Nation and Inuit Skills Link Program – must be between the ages of 15-30 years old and unemployed or underemployed, not attending school on a full time basis.
- Vulnerable Sector Check / evidence that one is in process
- Experience working with children and/or youth (volunteer or past paid work)
- Minimum Grade 12 Diploma or Equivalent
- Must be a registered Band Member of Biigtigong Nishnaabeg and reside within the community

Persons who have done a work experience placement under the First Nation and Inuit Skills Link are not eligible to reapply.

Incomplete applications **WILL NOT** be considered & WILL automatically be screened out.

Please forward a cover letter, resume and three professional references by email to

recruitment@picriver.com

-or-

Joni Michano – Human Resources / Payroll Coordinator

Biigtigong Nishnaabeg

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P0T 1R0

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