



## BIIGTIGONG NISHNAABEG INTERNAL EMPLOYMENT OPPORTUNITY

**Job title:** Educational Assistant  
**Department:** Education  
**Employment status:** One (1) year Contract  
**Posting Date:** May 19, 2023  
**Closing Date:** June 02, 2023 @ 12:00pm

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### **Job Summary:**

Under the direction of the Principal of the Elementary School, the Educational Assistants are responsible for assisting the teacher in the day-to-day needs of the classroom and carrying out the duties listed below.

### **Qualifications:**

The ideal candidate will meet or exceed the following qualifications. The list of qualifications will be used to develop a screening tool. It is the responsibility of the candidate to communicate their expertise and experience in identified areas.

- Mandatory Grade 12 Diploma - Copy of Diploma required
- Post-Secondary Diploma in Educational Assistant or related field (Early Childhood Education Diploma/Youth Worker Diploma) - Copy of Diploma required
- Clear Vulnerable Person Sector Check - Copy required
- Experience working with First Nation students
- A combination of Education and experience may be considered if post-secondary diploma requirements are not yet met must submit full outline of how and when requirements will be met

### **Duties & Responsibilities:**

- Assist in the planning of material and lessons for identified students
- Work with identified students one-on-one or in small groups
- Assist and support classroom management strategies
- Assist in developing IEPs for identified students
- Supervision duties (recess, hallway, breakfast program)
- Assist in marking (non-subjective) assignments
- Engage in meetings and conversations with teachers, parents and other stakeholders when required
- Follow assigned timetable when moving from various classrooms
- Participate in staff, group and other team meetings
- Nurture a culture where teachers/educational assistants view themselves as facilitators of learning and reflective practitioner
- Incorporate local community culture, language and traditions across the curriculum and day
- Standing for periods of time and demonstrating physical skills to students is required. Outside physical activities are an integral part of the locally developed curriculum as such this position will require one to adjust to locally seasonal weather and outside activities accordingly. Depending on the needs of the identified student, lifting/changing and assistance toileting may be required.
- Other related duties as assigned.

Select applicants will be required to complete a criminal reference check with vulnerable sector check  
Incomplete applications **WILL NOT** be considered & **WILL** automatically be screened out.

### **How to apply:**

Please forward a cover letter, resume and three professional references by email to  
[recruitment@picriver.com](mailto:recruitment@picriver.com)

-or-

Kimberly McWatch – Acting Recruitment and Selection- Biigtigong Nishnaabeg,  
P.O. Box 93, Heron Bay, Ontario POT 1R0

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