



BIIGTIGONG NISHNAABEG INTERNAL/EXTERNAL EMPLOYMENT OPPORTUNITY

Wind

Job title:	JR Educational Assistant (2)
Department:	Education
Employment status:	Contract – ends March 31, 2024
Posting Date:	September 14 th , 2023
Closing Date:	September 25, 2023 @ 12:00pm

Job Summary:

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.

Preferable skills & Qualifications:

Candidates will be screened according to the listed criteria. It is the responsibility of the candidate to indicate how 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

Duties & Responsibilities:

- 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

How to apply:

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

recruitment@picriver.com

-or-

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

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

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