

JOB OPPORTUNITY

Substitute Teachers

POSITION OVERVIEW

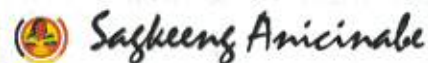
The Sagkeeng Education Authority requires substitute teachers to temporarily perform the duties of teachers who are absent during the September 2018 until June 2019 academic year.

DUTIES:

- Provide instructions to students and organize the classroom and/or lab environment in order to enhance student learning during the period of absence of the regular teacher,
- Direct the learning in order to accomplish curriculum objectives and goals as implied in the lesson plans for the projects, lessons or units that are assigned,
- Give out class work and assignments as required,
- Go through the attendance according to procedures or instructions,
- Adhere to all procedures, guidelines and policies followed by regular teachers inline with the recommended teaching procedure,
- Ensure effective discipline and class control,
- Ensure a sustainable relationship with parents, students, school personnel and members of the public by communications in a confidential, polite and professional manner,
- Write reports and evaluations to give account of any information pertaining to the events of the day,
- Other duties within scope of the position as required.

QUALIFICATIONS:

- Degree in education or certificate in teaching or substitute teaching, or eligible for a certificate,
- Educational diploma is an asset,
- Ability to comply with written and oral instructions,
- Ability to create and efficient working relationship with other personnel,
- Proficiency in maintaining efficient classroom management,
- Ability to work collaboratively with others in a participative environment and also independently as required,
- Able to work with minimum supervision,
- Attention to detail and the ability to write and present detailed reports,
- Ability to maintain confidentiality with respect to all matters pertaining to students, staff and families in all verbal and written communications,
- Highly motivated and committed to student learning,
- Possess good working habits (punctuality and attendance),
- Experienced in conflict resolution,
- Good work ethics and ability to act as a role model to youth. As a role model for youth, it is imperative that you are living a healthy, drug-free lifestyle.
- Clear criminal record and abuse registry checks,
- Valid driver's licence and a reliable automobile.
- Preference will be given to people of First Nations ancestry.



Educational Authority

APPLICATION DEADLINE:

**September 28th
2018**

Interested applicants must submit:

- a cover letter / resume,
- Child Abuse Registry Check (or proof of application)
- Vulnerable Sectors Check
- Photocopy of driver's license

Attention to:

Human Resource Manager
Sagkeeng Government
Box 3, Fort Alexander, MB
R0E 0P0

Resumes can be mailed to the above address, emailed to jobs@sagkeeng.ca

or dropped off at the Sagkeeng Government Band Office.

LATE SUBMISSIONS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES

PLEASE BE ADVISED THAT ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED