

# JOB OPPORTUNITY

## Educational Assistant (EA)

### POSITION OVERVIEW

The Sagkeeng Community School requires Educational Assistants for the February to June 2019 academic year. Reporting to the School's Resource Coordinator the successful applicants will provide assistance to both teachers and students in their assigned classrooms and courses.

### DUTIES:

- Provide direct instructions and support to students,
- Prepares material and equipment as required,
- Assists with activities reinforcing the individual and/group programs,
- Assists with positive classroom management,
- Speaks and behaves in a professional manner with students, staff and parents,
- Provides a positive role model;
- Encourages student independence and works to build student self-confidence and self-esteem,
- Supervises students to ensure a safe educational environment
- Observes, collects data and documents students' strengths, achievements, and needs as directed'
- Implements required specialized services,
- Interacts with students in a respectful and appropriate manner to establish positive relationships that foster learning and on -task behaviour,
- Other duties within scope of the position as required.

### QUALIFICATIONS:

- Grade 12
- Educational diploma is an asset
- Must be certified or eligible for certification,
- Training and knowledge of behaviour management techniques,
- Previous experience as an educational assistant or experience working with school age children is an asset,
- Excellent verbal and written communication skills,
- Ability to treat students in a respectful, responsible and fair manner with due consideration to the student's physical, social and psychological development,
- Ability to work independently and collaboratively with others in a participative environment,
- 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)
- 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 especially those from the Sagkeeng Community.



Educational Authority

**APPLICATION DEADLINE:**

**January 31<sup>st</sup>, 2019**

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](mailto: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