



Okanagan Indian Band

EMPLOYMENT OPPORTUNITY

DEPARTMENT: **EDUCATION**

JOB TITLE: **EDUCATION ASSISTANT**

We are looking to fill this important role within the OKIB Cultural Immersion School, nkmaplks i snmamayatn kl sqilxwtet. If you enjoy working with children in a classroom setting and supporting them in education, this position is for you!

The OKIB offers a welcoming team environment and a rewarding job experience as you join us providing services to the students of the school. We offer a small student to teacher ratio allowing you to support children individually and in small groups. To be a teaching assistant you will need to be organized, patient, and firm when necessary.

PLEASE SEE COMPLETE JOB DESCRIPTION BELOW

Hours of work: Monday to Friday (8:30am – 3:45pm: 6.75 hours/day)

Start date: March 2021

End date: June 30, 2021

Deadline for Applications: **March 1, 2021**

Please send resume, cover letter and references in any one of three ways:

Email: humanresources@okanagan.org

Fax: (250) 542-4990

Mail: 12420 Westside Road, Vernon, BC V1H 2A4

A ***Criminal Record Check*** and **3 References** are required.

ONLY THE APPLICANTS WHO ARE SELECTED FOR AN INTERVIEW WILL BE CONTACTED



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PURPOSE AND KEY FOCUS

The purpose of the Education Assistant is to be responsible for students, with a focus on students with high needs. The Education Assistant will provide a solid and safe foundation which fosters the student's physical, intellectual, emotional, social and cultural development.

JOB SUMMARY

The Education Assistant supports the classroom teacher in activities inside and outside the classroom. This position supports students in their educational programs and in an inclusive learning environment. He/she may need to support children to stay on task and/or complete work despite a wide range of learning, physical or behavioural difficulties.

REPORTING STRUCTURE

Reports to the Principal/Vice Principal

JOB DUTIES AND RESPONSIBILITIES

- Assist teachers with organization of material and lesson preparation
- Assist teachers with small group instruction under the direction of the classroom teacher
- Provide one to one support for students in literacy and math
- Assist teachers in identifying ways to help and support student learning outcomes
- Follow and provide input into Individual Education Plans and SMART Goals while continually assessing student progress and recommending adjustments to ensure IEP goal are met
- Assist in managing classroom expectations through positive reinforcement
- Be a positive role model for behaviour; practice respectful student/adult interactions
- Supervise outside play at recess and lunch, while on fieldtrips, and assist in other supervision duties as required
- Manage incidents involving students to ensure children have a safe and secure environment
- Clear schoolyard of debris to ensure student safety
- Secure gates to the schoolyard
- Develop and maintain a good working relationship with parents
- All persons employed by the Okanagan Indian Band may be required to assist the Band in providing emergency services. Duties assigned during an emergency may differ from regular duties
- Perform other duties as required



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ADMINISTRATIVE DUTIES

- Monitor, record and report student success according to Individual Education Plans and SMART goals
- Attend staff meetings and professional development day training
- Communicate to educators any pertinent information regarding children, parents, staff, program etc. including incident and first aid reporting
- Communicate with the Principal/Vice Principal regarding assigned students
- Keep informed of current trends in the treatment of children with special needs
- Type, file, and duplicate materials
- Participate in community events as requested
- Performs all duties and responsibilities in accordance with the OKIB policies and procedures

QUALIFICATIONS

Education

- Grade 12 diploma
- Certified Education Assistant is preferred
- Current First Aid/CPR certificate

Experience

- Two years of experience as Education Assistant is preferred
- Experience working with elementary aged students and their parents
- Experience working with First Nations communities

Competencies (KSAs & Desired Attributes)

- Ability to work within a team and independently as required
- Ability to listen and demonstrate empathy
- Experience working with confidential information
- Effective verbal and written communication
- Ability to work as a part of the instructional team
- Possess cultural awareness and sensitivity
- Punctual
- Ability to exercise tact and diplomacy
- Honest, trustworthy and respectful
- Computers use, specifically MS Word and MS Excel is an asset
- An interest in the Okanagan language and traditional practices is an asset



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Preference may be given to those having knowledge of the Okanagan culture and traditions