



Bigstone Cree Nation Education Authority

Oski Pasikoniwew Kamik

Employment Opportunity



Jordans Principal Educational Assistant

OSKI PASIKONIWEW KAMIK is currently seeking a self-motivated, dedicated and reliable Jordan's Principle Educational Assistant. You will work closely with teachers, administrators, and students to provide individualized support and facilitate the inclusion of students with diverse learning needs. Your role will involve fostering a positive learning environment and implementing strategies to promote the academic, social, and emotional growth of students. This is an essential role, you must have a warm personality with a sincere desire to work with children with complex needs and school staff. This position will be under the supervision/direction of School Administration at Oski Pasikoniwew Kamik School.

Responsibilities:

- Experienced in working with students with complex needs
- Implement individual program plans under the supervision and direction of the teacher.
- Assist the teacher in providing data for student evaluations
- Alert the teacher to any special circumstance regarding the students.
- Assist with large, small groups and individual students.
- Comply with and assist in teachers' method of maintaining class discipline.
- Assist with field trips.
- Prepare and set out lesson supplies.
- Create and maintain bulletin boards to display student work.
- Clean and store material and equipment after use.
- Monitor students in class and on the playground to prevent physical danger and reinforce social and learning behaviors. Participate in professional development.
- Participate in all facets of the program designed to develop the student growth.
- Assist in maintaining individual student's progress records for review and program planning.
- Provide observations on progress and behaviors as required.

Qualifications:

- Education Assistant Certificate (formerly Teachers Assistant Certificate); equivalent education and experience will be considered.
- One (1) to two (2) years experience working with children.
- Current Criminal Record Check, Vulnerable Sector Check, Child Intervention Check.
- Strong communication skills, both written and oral.
- Knowledge of the Cree language and culture is an asset.

Closing Date: April 4, 2024

Please submit cover letter, resume, supporting documents and references in confidence to:

Human Resources

Email: human.resources@bigstoneeducation.ca

Mail: P.O. Box 870, Wabasca, Alberta, T0G 2K0

Fax: 780-891-2178

Or drop off in person at: Suite #8 - 911 Mistassiniy Road S

Thank you in advance to all who submitted an application. Only those selected for an interview will be contacted.