



Bigstone Cree Nation Education Authority

Bigstone Cree Nation High School

Employment Opportunity

Educational Assistants

Bigstone Cree Nation Education Authority is currently seeking **3** self-motivated, dedicated and reliable Educational Assistants to work with students. This is an essential role that allows you to assist in the students' learning, you must have a warm personality with a sincere desire to work with children and school staff. This position will be under the supervision/direction of School Administration at the new Bigstone Cree Nation High School.

Responsibilities:

- 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 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:

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

Closing Date: Friday, July 12, 2024

Salary: Based on a salary grid that is progressive and based on years of experience.

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

Human Resources

<https://www.bigstoneeducation.ca/careers> (PREFERRED) OR

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.*