



Position Description

Education Assistant

Position Summary

Job Type:	Full-time, temporary
Hours of Work:	Monday - Friday
Reporting to:	Principal
Department:	Skeetchestn Community School

Education Assistants assist with the facilitation of learning activities and ensure a safe environment for students at the Skeetchestn Community School. Working with the teaching staff, Education Assistants support the mental, physical, social and spiritual development of all students and help them to foster a sense of belonging and identity.

Key Responsibilities

Performs all duties and responsibilities in accordance with Skeetchestn Indian Band policies, practices, and procedures as directed by the Principal. Maintains confidentiality as required pertaining to students, members, employees, and general matters of SIB.

Program and Student Support

- Assists Teacher(s) on a daily basis to deliver activities and supervise students.
- Assists in preparing and arranging lesson materials and displays as directed by the Teacher.
- Facilitates math and reading activities (including the Read Well program for primary grades) and oversees the completion of related work.
- Facilitates classroom activities and ensures continued student learning and engagement.
- Provides direct assistance to students as needed. Checks homework.
- Connects with students and works to understand their needs, interests and concerns. Helps students to recognize their own emotions and the emotions and needs of others. Helps students to self-regulate behavior.
- Works with teachers to understand classroom management structure, behaviour support plan, and expectations of students.
- Approaches students in a strength-based way, using positive behaviour supports.
- Helps students with various activities, such as arts & crafts, catch-up work, music, etc.
- Supervises students as they get ready to go outside (helping young students with their shoes, jackets, etc.) and ensures students get on the bus.
- Assists in developing, arranging and supervising curricular and extra-curricular activities within and outside the school including field trips.
- Assists with assessing student progress and reports to classroom Teacher.
- Assists in keeping the classroom, library, hallways clean and organized.
- Supervises students on an ongoing basis (inside and outside the classroom) to ensure their safety. Provides supervision before and after school, recess and lunch according to the supervision schedule. May provide supervision on the school bus.
- May assist with serving/facilitating meals and snacks in the classroom.

Administration

- Assists with special events, school celebrations and graduation.
- Participates in staff meetings.

Other related duties as required.

Qualifications

Training, Education, Experience

- Completion of Grade 12 or equivalent and Education Assistant (EA, EAI or CCS) or related certification (an asset).
- Minimum of 1 year experience as a teaching assistant or similar role.
- Experience developing learning activities for children and youth.
- Satisfactory Criminal Record Check (vulnerable sector).
- Food Safe certification.
- First Aid/CPR certification.
- Current B.C. Class 5 Driver's Licence.

Knowledge, Skills, Abilities

- Enjoys working with and supporting children and youth.
- Solid understanding of classroom activities and teaching best practices .
- Strong interpersonal skills and ability to engage with students and parents from diverse backgrounds; ability to quickly build rapport and trust.
- Excellent verbal and written communication skills.
- Well organized and proactive with good time management skills.
- Empathetic, patient and approachable.
- Well-developed conflict resolution skills.
- Strong knowledge of child/youth development and behavior.
- Ability to exercise a high degree of professionalism and confidentiality.
- Ability to establish and maintain positive relationships with students, staff, families, community members.
- Intermediate computer skills including MS Office.
- Genuine respect for Skeetchestn Indian Band culture and protocols.

Working Conditions

Work is performed in a classroom setting and other areas of the school inside and outside. Occasional travel for field trips, meetings or training is required.

Please email Bryce Ross at sibprincipal@skeetchestn.ca to apply or inquire.