



## Job Posting

**Position: Education Assistant**

**Department: N'Kwala School**

**Start date: August 2024**

**Wage: Grade 4**

**Reports to: N'Kwala Principal and supervised by assigned Senior Teacher**

**Role:** responsible for providing support and assistance to students from nursery to Grade 12. The Assistant will attend to their personal, cultural, and educational needs by acting as a mentor and supporting behavioural change and personal growth.

### **Key Responsibilities:**

1. Assist supporting the inclusion of students with special needs in all activities at the school.
2. Assist in the implementation of Individual Education Plans/Individual Program Plans.
3. Supervise students in structured (classroom) and unstructured settings under other circumstances when additional supervision is required.
4. Tutor students, modify and prepare specialized teaching materials and monitor student behaviour.
5. Accompany students on field trips including participation in activities.
6. Administer medication and/or assist with medical needs as directed by a care plan and in compliance with the N'Kwala School Policy on administering medications.
7. Work on speech and language activities outlined by a Speech Language Pathologist.

### **Qualifications/Experience:**

1. A high school diploma and related post-secondary education (e.g. Education Assistant Diploma) is required.
2. Two years' experience working with First Nations students.
3. Basic First Aid training.

### **Required Knowledge, Skills, and Abilities:**

1. Knowledge of methods and practices of First Nations students' learning styles.
2. Knowledge of syilx culture, heritage, customs, and values.
3. Working knowledge of student development, behaviour theories, behaviour intervention strategies, anger management/conflict resolution techniques and situational safety assessment is preferred. .
4. Ability to use a computer with applicable software (Microsoft Office) and a variety of instructional aids, perform a variety of record keeping tasks, including the collection, and monitoring of data related to student academic progress and behaviour.

Send cover letter and resume by via hand delivery, mail, or e-mail: **HR** - Upper Nicola Band – General Delivery, Douglas Lake, BC V0E 1S0 [hr@uppernicola.com](mailto:hr@uppernicola.com)

**Upper Nicola Band thanks all applicants. Only those shortlisted for an interview will be contacted.**