



Tk'emlúps te Secwépemc

(Kamloops Indian Band)

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION:	EDUCATIONAL ASSISTANT – RELIEF
DEPARTMENT:	SK'ELEP SCHOOL OF EXCELLENCE
SUPERVISOR:	PRINCIPAL
TERMS:	AS REQUIRED
REFERENCE:	2019 - 085

NATURE & SCOPE OF WORK:

Reporting to the Principal, the Educational Assistant is responsible for assisting the Classroom Teacher and providing individual or small group support to learners.

DUTIES:

- Assist with student supervision and preparation of instructional materials
- Provide personal and direct coaching assistance to individual students, including working with students with learning/behavioural challenges and developmental disabilities
- Provide small group instruction for intervention groups
- Perform other instructional and supervisory responsibilities as assigned
- Other related duties as assigned by the Principal

REQUIRED ABILITIES, KNOWLEDGE AND SKILLS:

- Skill in facilitating learning in a classroom environment
- Experience working with children with trauma
- One-year classroom related experience assisting childhood learners
- Exceptional interpersonal and communication skills
- Willingness to work collaborative in a team setting
- Professional, friendly and supportive to school children, staff and guests

REQUIRED LICENCE, CERTIFICATION ETC.:

- Grade 12 – supplemented by a minimum of one (1) year post-secondary education in a related field

- Community Support Worker Certificate
- Criminal Record Check

Other Assets

- Band Member of the Kamloops Indian Band
- First Nations Ancestry
- Ability to Speak Secwepemc Language
- Basic First Aid

HOURS OF WORK: Varies, as per schedule

PAY GRADE: As per current Sk'elep School wage grid

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

Deadline for the Job posting is November 22, 2018 by 2:00 p.m.

Submit Job Application Form; cover letter, resume, and references

**Online: <https://tkemlups.ca/employment/> by email: resume@kib.ca, by fax: 250.828.9847,
or in person, at our Human Resources office #200 – 330 Chief Alex Thomas Way**

Office Hours are Monday to Friday 8:00 a.m. to 4:00 p.m. & closed for lunch from noon to 1:00 pm

**We require each applicant to fill out
an online job application form which can be found on the website
Any late submissions or submissions without the job application form
Will not be considered.**