



2021/2022 **CUPE** **Posting #100**

Fax # (250) 949-8792

"Bringing Learning to Life!"

October 14, 2021

TO CUPE LOCAL 401

Employees are hereby advised that the following **REGULAR** position is available.
Applications should be received no later than 4:30 p.m. Monday Oct 25, 2021

FIRST NATIONS EDUCATION ASSISTANT

Pay Rate : \$26.70 per hour
Location : Sunset Elementary School
Hours of Work : 11 hours per week, while school is in session
Start Date : ASAP
Reporting To : Stephanie Boal, Principal, Sunset Elementary School

MAJOR DUTIES AND QUALIFICATIONS - See attached job description

Please direct all applications to: Mr. John Martin, Acting Secretary-Treasurer
School District No.85 (Vancouver Island North)
P.O. Box 90, Port Hardy, B.C.
VON 2PO

cc: CUPE Payroll
CUPE Local 401
All Schools
Port McNeill Maintenance
Transportation
School District Administration Office
S Boal, Principal, Sunset Elementary School

**SCHOOL DISTRICT NO. 85
(Vancouver Island North)**

CLASSIFICATION DESCRIPTION

FIRST NATIONS EDUCATION ASSISTANT

DEPARTMENT: School

JOB SCOPE

Reports to the school principal.
Assists teachers in providing educational programs to aboriginal students.
Works with aboriginal students individually and in groups.
Works under the direction of teachers.
Works without close supervision.
Performs duties of a confidential nature.

MAJOR DUTIES AND RESPONSIBILITIES

Supports the formal education program through the direct supervision of aboriginal student activities.
Supports aboriginal students in the development of positive social/emotional skills that facilitate learning.
Assists aboriginal students with schoolwork and monitors their progress.
Works with school staff to support aboriginal student transition to secondary schools.
Maintains student records.
Performs other duties necessarily incidental to those assigned above.

QUALIFICATIONS AND EXPERIENCE

Secondary school graduation (with Dogwood Certificate or equivalent).
One year of post-secondary education applicable to work situation including courses in First Nations Studies, Anthropology, English, Mathematics, Sociology and Psychology.
Extensive knowledge of Kwakwaka'wakw culture.
Ability to maintain good working relationships and communicate effectively with school staff, aboriginal students and their families.
Ability to assist elementary students with their schoolwork.
Ability to assist secondary students in their schoolwork in the areas of mathematics, language arts, social studies, and science.
Ability to understand and effectively carry out oral and written instructions.
Ability to use a computer (word-processing) for record keeping and instructional programs.
Good interpersonal and communication skills.
Two to three years recent experience working with aboriginal students.

Revised Apr. 2004
Reviewed Nov. 2004
Reviewed Apr. 2008
Reviewed Apr. 2011
Revised Jun. 2015
Revised Mar. 2019