



Employment Opportunity Educational Assistant

Employer: Natoaganeg First Nation

Location: Natoaganeg School, 11 Riverview Road East, Eel Ground, NB

Hours of Work: 35 hours/week

Salary: Based on qualifications and experience in accordance with current salary scales of Natoaganeg First Nation

Status: Full-time, 43-week term (August 26th, 2024 – June 20th, 2025)

Number of vacancies: Three (3)

Note: This posting is created to fill 3 term positions as well as to collect a pool of successful candidates for potential replacement or temporary positions if needed during the 2024-2025 school year

POSITION

Natoaganeg School is an independent community school focused on providing quality, culturally focused education to the children of a Mi'gmaq First Nation, aged four through to grade eight. Reporting to the vice principal, the educational assistant is a critical component to the successful inclusion of our First Nation students with exceptionalities attending school. They are invaluable members of the educational support team for students with special academic, physical and /or behavioral needs.

DUTIES

Typical duties include, but are not limited to:

- Providing individual supervision, guidance, and support to assigned student(s) throughout the school day
- Supervising student(s) in classrooms, libraries, shops, and any other learning environment
- Assisting teacher(s) with the preparation of teaching aids and the assembly of materials as directed by the teacher
- Tutoring students
- Maintaining records
- Implementing behaviour/academic plans under the direction of the resource teacher, and teacher
- Supporting activities/ functions designed to fulfill the instructional, social and/or behavioral goals and objectives as planned by the teacher
- Assisting students with transportation to and from school and moving around within the school
- Accompany students on field trips and other school events/activities
- Providing parents/guardians with feedback relative to students' progress and keeping them informed of concerns, successes and or events
- Working cooperatively with paraprofessionals and other support staff
- Duties may also include assistance with feeding, hygiene, clothing and toileting and care of catheterized students
- Other related duties as required

QUALIFICATIONS

- Graduation from high school with relevant post-secondary training
- Training/experience working with children with exceptionalities and autism spectrum disorder is a must have requirement.
- A good understanding of Mi'kmaq culture, values, traditions and socioeconomic conditions as well as a demonstrated passion and commitment to enhancing the lives of children
- Demonstrated experience and success providing support to students with special needs
- Ability to relate, communicate with, capture the interest, trust and respect of individuals with exceptionalities
- Good oral and written communication skills
- The ability to effectively handle difficult people and/or stressful situations

- Good human relations and interpersonal skills
- Effective record keeping and reporting
- Well versed in exceptional developmental practices
- Demonstrated ability to work autonomously
- Strong critical thinking, independent judgment, and problem-solving skills
- The ability to build effective relationships with teachers, peers as well as parents and guardians

REQUIREMENTS:

- Submission of a Criminal Record Check that meets all requirements of working with the vulnerable sector
- Certified in infant/child and adult CPR and First Aid

Other benefits include paid sick leave and family responsibility leave, as well as paid leave at Christmas and March break.

Those interested in applying are asked to submit a resume demonstrating the posted qualifications for the position. Please clearly reference competition 2025-ED-01 and forward to Careers@NatoaganegFirstNation.ca on or before June 21st, 2024. While we thank all who have applied, only those asked for interview shall be contacted.