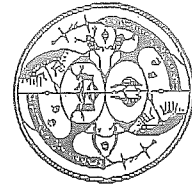


TL'AZT'EN EDUCATION

P.O. Box 2176, Fort St. James, B.C. V0J 1P0
Phone 250-648-3227 • Fax 250-648-3288



JOB POSTING EDUCATION ASSISTANT Eugene Joseph Elementary School Date Posted: September 14, 2018 Closing Date: September 27, 2018

TL'azt'en Nation (T.N) Education Department is seeking an Education Assistant for Eugene Joseph Elementary School.

Qualifications:

- Grade 12 Dogwood
- Criminal Record Check- Vulnerable Section
- Experience working with children/youth in a school setting
- Education Assistant Certificate (an asset)
- Preference will be given to candidates with experience working as a Certified Education Assistant

Duties:

- Student assistance including assisting teacher by tutoring individual student or small groups, facilitate communication and if required prepare and modify specialized teaching material
- Student supervision including monitoring student behaviour to ensure safety of the student and preventing students from hurting others.
- Communicate with students, staff and others and provide information of a detailed nature.
- Encourage, secure cooperation and influence students to achieve social, academic and behavioural goals.
- Perform other related duties as required by classroom teacher and/or supervisor.
- Abide by TL'azt'en Nation policies & procedures and Code of Ethics.

Knowledge, Abilities and Skills:

- Proven ability to learn and successfully use new technology and to process literacy, numeracy and English skills.
- Proven ability to develop rapport with students and work in a team setting.
- Personal attributes required include strong interpersonal skills, demonstrated initiative, flexibility and good communication skills.

Interviews: September 28, 2018

Start Date: October 1, 2018

Cover Letter and Resume may be submitted to:

Georgina Alexis, Education Manager
P.O Box 2176 Fort St. James, B.C, V0J 1P0
Fax: 250-648-3288
Email: georgina.alexis@tlazten.bc.ca

'Alhigoh 'uts'ut'en - We all work together