



# 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

### BUS DRIVER

#### Eugene Joseph Elementary School

Date Posted: September 2, 2022

Closing Date: Open Until Filled

TL'azt'en Nation (T.N) Education Department is seeking one (1) Bus Driver for Eugene Joseph Elementary School.

#### Qualifications:

- Completion of Grade 12 (Dogwood Certificate)
- Class 1 or Class 4 drivers license required
- Criminal Record Check- Vulnerable Section
- Valid OFA level 1 and CPR Training
- Experience working with children/youth in a school setting

#### Duties:

- Drives in a professional and safe manner a school bus on established and scheduled bus routes transporting students safely to and from school and/or extra-curricular activities.
- Performs pre-trip inspections.
- Adheres to schedules and safety rules and regulations.
- Performs daily safety checks of the vehicles.
- Schedule annual vehicle inspections, repairs and/or maintenance appointments.
- Clean and sanitize the vehicle after each bus run. Washes vehicles, if required.
- **Critically important due to COVID – must be cleaned and sanitized after each run**
- Reports defects and required repairs to supervisor and/or manager.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Perform other related duties as required by supervisor and/or manager
- Abide by TL'azt'en Nation policies & procedures and Code of Ethics.
- Expected work hours: 7am-10am and 2pm-5pm (6hrs/day x 5days/week)
- Work hours may change with field trips – this will be discussed in advance, but usually runs from 9am-4pm

#### Knowledge, Abilities and Skills:

- Excellent interpersonal skills and demonstrated rapport with students in K-7.
- Physical ability to perform the job duties.
- Understanding of the B.C Motor Vehicle Act and Regulations

#### 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](mailto:georgina.alexis@tlazten.bc.ca)

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## **JOB POSTING LANGUAGE & CULTURE COORDINATOR Eugene Joseph Elementary School**

Date Posted: September 2, 2022

Closing Date: September 15, 2022

We are looking for an energetic, highly organized, creative and capable individual to join our team in supporting the effective administration and delivery of language revitalization programs at Eugene Joseph Elementary School in Tl'azt'en Nation.

### ***Summary***

The Language & Culture Coordinator supports Eugene Joseph Elementary School on all language & culture programs and related activities, contributing to the effective programming and community support needed to ensure that Tl'azt'en Nation meets its mandate with respect to language & culture revitalization.

### **Responsibilities:**

- Provide support to, and work closely with, the Eugene Joseph Elementary principal, teachers, students and parents in the planning, coordination and delivery of all language & culture programs.
- Works to improve administrative tools and processes to enhance efficiency and effectiveness of the language & cultural program.
- Supports the management and maintenance of a database of current and relevant programs.
- Works with Tl'azt'en Nation communities to understand their needs on language & culture project planning and development.
- Designs and develops tools, resources, and information for community use to enhance success of projects.
- Attends meetings as required to report on program/project activities and budgets.
- Works in collaboration with Tl'azt'en Nation special projects.
- Performs other related duties as required.

### **Education & Training:**

- At least two to three years' experience in teaching language & culture programs, or a combination of equivalent education and experience.
- Bachelor of Education would be an asset.

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### **Skills & Abilities:**

Must possess demonstrated ability as outlined below:

- Ability to speak and understand Dakelh.
- Good understanding of, and experience with, community development.
- Strong interest in language, culture and community development.
- Excellent classroom management skills.
- Ability to build relationships with staff, students, parents, and community members.
- Experience in program coordination and project delivery.
- Experience coordinating training and presentations would be an asset.
- Excellent oral and written communication skills.
- Creative problem-solving skills.
- Self-motivated.
- A team player committed to the belief that all students can learn.
- File management and organizational skills required.
- Familiar with Microsoft Office including: word, excel, power point, outlook.
- Vehicle and Driver's license an asset.
- Able to pass a criminal record check.

### **Cover Letter and Resume may be submitted to:**

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## **JOB POSTING LANGUAGE & CULTURE ASSISTANT Eugene Joseph Elementary School**

Date Posted: September 2, 2022

Closing Date: September 15, 2022

TL'azt'en Nation (T.N) Education Department is seeking one (1) Language & Culture Assistant for Eugene Joseph Elementary School.

### **Qualifications:**

- Grade 12 Dogwood Required
- Criminal Record Check- Vulnerable Section
- Experience working with children/youth in a school setting
- Preference will be given to candidates with experience working as a Language & Culture Assistant

### **Duties:**

- Student assistance including assisting teacher by supporting 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.
- 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
- 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 16, 2022**

**Start Date: September 19, 2022**

### **Cover Letter and Resume may be submitted to:**

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## **JOB POSTING POST-SECONDARY COORDINATOR Tl'azt'en Nation Education Department**

Date Posted: September 2, 2022

Closing Date: Open Until Filled

### **Position Summary:**

Tl'azt'en Nation Education Department is seeking a dynamic Post-Secondary Coordinator to work with members that are interested in attending Post-Secondary programs.

### **Qualifications:**

- Grade 12 Dogwood
- Completed Criminal Record Check
- Valid Driver's License

### **Duties:**

- Provide Post-Secondary support services to all interested band members as per policy and procedure manual
- Liaison between the college/university First Nations Support coordinator and student
- Encourage and support students to ensure success
- Review all applications and report any previous funding history
- Maintain detailed student files
- Submit monthly cheque requisitions for living allowance & monitor budgets
- Complete required reporting for program
- Meet monthly with Education Advisory Committee and provide an update
- Carry out incidental and related duties as required and/or requested by supervisor

### **Knowledge, Abilities, and skills:**

- Strong ethical, professional values and written skills
- Excellent advocacy and conflict resolution skills
- Knowledge of the institution's program base and services system
- Excellent organization skills
- Ability to challenge your own biases and beliefs
- Excellent leadership skills
- Ability to set boundaries

### **Please submit your cover letter & resume to:**

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## **JOB POSTING BLADERUNNER COORDINATOR Tl'azt'en Nation Education Department**

Date Posted: September 2, 2022  
Closing Date: September 15, 2022

The Bladerunner Partnership, hosted by PGNAETA and Tl'azt'en Nation, is seeking a Bladerunner Coordinator to coach Indigenous Youth toward employment and career development. This is an exciting and progressive opportunity aimed at motivating and mentoring youth (ages 15-30) and will be required to link students with employers. This is a term-position and will work under the supervision of Tl'azt'en Nation Education Manager.

### **Duties and Responsibilities:**

- Develop 8–10-week work plan schedule for youth
- Work directly with contractors and students for logistical requirements and guidelines
- Ensure all necessary supplies are available, projectors, flip charts, markers etc.
- Maintain confidential student files and attendance records
- Keep youth informed in advance of classroom hours, schedules and equipment needs
- Arrange appropriate work experience placements for the students
- Monitor work placement and make recommendations around program delivery if/when necessary
- Ensure that all forms and paperwork are filled out completely
- Complete all required monthly and quarterly reporting to PGNAETA
- Perform other duties as may deemed necessary from time-to-time

### **Preferred Qualification:**

- Minimum Grade 12 Education
- Possess a diploma certificate in a field related to Human Resource or Social Development and/or previous work experience in a related field
- Have counselling certification/experience
- Excellent work and personal ethics in a team setting
- Knowledge of Microsoft office programs, Accountability & Resource Management System (ARMS) and related tools
- Possess a valid BC Class 5 driver's license and reliable vehicle

*Note: Selected candidate will agree to a Criminal Record Check and a drivers abstract as a condition of employment.*

### **Cover Letter and Resume may be submitted to:**

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## **JOB POSTING COMMUNITY LIAISON WORKER Tl'azt'en Nation Education Department**

DATE POSTED: September 2, 2022

CLOSING DATE: September 16, 2022

Tl'azt'en Nation (TN) Education Department is looking for a Community Liaison Worker to work with elementary and secondary students, TN parents and school representatives.

### **Qualifications:**

- Grade 12 Dogwood
- Excellent written and oral communication skills
- Completed criminal record check
- Valid Driver's License and vehicle or access to a vehicle
- Experience with conflict resolution
- Computer Skills (MS Word, excel, access)

### **Duties:**

- Develop a weekly plan to work with students and parents at Eugene Joseph School, David Hoy and Fort St. James Secondary School
- Provide community outreach visits as requested by parents
- Meet with students, parents, and school staff on a weekly basis
- Develop and implement proposals and work plans
- Develop a data system to track students in partnership with the three schools
- Communicate with parents
- Mediate conflicts/issues of concerns between parents/students and school(s)
- Assist with Fort St. James School orientations
- Be an advocate for the needs of the TN students and a voice for parents

### **Please submit your cover letter and resume to:**

Georgina Alexis, Education Manager  
P.O Box 2176 Fort St. James, B.C, V0J 1P0  
Email: [georgina.alexis@tlazten.bc.ca](mailto:georgina.alexis@tlazten.bc.ca)

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## **JOB POSTING MENTORSHIP PARTICIPANT Tl'azt'en Nation Education Department**

Date Posted: September 2, 2022

Closing Date: September 15, 2022

Tl'azt'en Nation Education is seeking six (6) landscapers for short term employment in Tl'azt'en Nation. Total duration is 6 months.

### **Qualifications:**

- Physically fit, ability to perform manual tasks required
- Physical demands: walking, sitting, climbing, kneeling, repetitive motion, bending at the knee, bending at the hip. Lifting, carrying, pushing, and pulling up to 27kg
- Have a practical understanding of the use of machinery required for cutting wood
- Be able to understand verbal instructions and execute them, read labels, keep simple records, and communicate verbal reports
- Provide excellent customer service

### **Duties:**

- Falling, cutting, loading, and unloading dry wood
- Use and maintain chainsaw as well as other machinery required to complete tasks to our standards
- Post-season cleanup
- Work in a safe manner and participate in safety meetings
- Perform other related duties as required by manager and/or supervisor
- Abide by Tl'azt'en Nation policies, procedures, and code of ethics

### **Knowledge, abilities, and skills:**

- Time management
- Proven ability to work in a team setting
- Personal attributes required including strong interpersonal skills, demonstrated initiative, flexibility, and good communication skills

Start Date: September 19, 2022

Cover letter and resume may be submitted to:

Georgina Alexis, Education Manager

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## **JOB POSTING SUPPORT WORKER ABORIGINAL SUPPORTED CHILD DEVELOPMENT**

Date Posted: September 2, 2022

Closing Date: September 15, 2022

TL'azt'en Nation (T.N) Education Department is seeking one (1) Support Worker for the Aboriginal Supported Child Development Program.

### **Qualifications:**

- Grade 12 Dogwood Required
- Criminal Record Check- Vulnerable Section
- Working knowledge of typical and atypical childhood development
- Program delivery experience in the community social service sector with a working knowledge of family centered care and early intervention child development
- Experience in early childhood development and childcare essential
- Ability to communicate effectively on phone, email and in person
- Interpersonal skills, supportive and advocacy skills
- Adaptability when designated to a variety of community placements
- Basic computer skills, including Microsoft Word, and Outlook
- Ability to work independently and as part of the team

### **Duties:**

- Participate in program planning and schedule and modify as needed to meet needs of designated child/children
- Provide personal care to children as needed such as toileting, dressing, seizure treatment, medication, lifting, carrying and positioning
- Be responsible for safe operational use and maintenance of adapted equipment
- Attend and participate in all meetings as directed or requested
- Attend staff in-service workshops/external training opportunities
- Provide regular, direct ongoing support to child/children and centre staff as directed
- Maintain progress notes, records and monthly summaries
- To be part of the childcare team but not to be considered as the faculty staff ratio
- In collaboration with parents, childcare facilities staff, consultant and team members assist in developing an individual service plan identifying goals and strategies to support child/children's developmental needs
- Perform other related duties as required by supervisor and/or manager.
- Abide by TL'azt'en Nation policies & procedures and Code of Ethics.

**Interviews: September 16, 2022**

**Start Date: September 19, 2022**

**Cover Letter and Resume may be submitted to:**

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## **JOB POSTING INFANT/TODDLER EDUCATOR**

### **Sum Yaz Daycare**

Date Posted: September 2, 2022

Closing Date: Open Until Filled

TL'azt'en Nation Education is seeking one (1) Infant/Toddler Educator for the Sum Yaz Daycare.

#### **Qualifications:**

- Early Childhood Education and Infant/Toddler license to practice
- Emergency Childcare First Aid and CPR
- Criminal Record Check- Vulnerable Section
- Medical and Immunization clearance
- Program delivery experience in the community social service sector
- Experience in early childhood development and childcare essential
- Ability to communicate effectively on phone, email and in person
- Interpersonal skills, supportive and advocacy skills
- Basic computer skills, including Microsoft Word, and Outlook
- Ability to work independently and as part of the team

#### **Duties:**

- Maintain an open, friendly and cooperative relationship with each child and family.
- Promote parent-child bonding and nurturing parent-child relationships.
- Respond quickly in a soothing and tender manner to infants' cries or calls of distress.
- Maintain a safe and clean environment.
- Respond consistently to infants' needs for food and comfort.
- Provide children with opportunity to allow them to develop curiosity, initiative, problem-solving skills, and creativity.
- Responsible for constant supervision, safety and wellbeing of all children enrolled at Sum Yaz Daycare.
- Preparing and implementing stimulating age-appropriate activities that encourage children's creativity and learning.
- Attend to children's physical needs for toileting, diapering, eating and sleeping as promptly as possible.
- Perform other related duties as required by supervisor and/or manager.
- Abide by TL'azt'en Nation policies & procedures and Code of Ethics.

#### **Knowledge**

- Child development theories and practices.
- Policies and procedures to ensure children are always supervised and safe.
- Program Development, implementation, and evaluation.
- An understanding of Carrier First Nations and culture.

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