



Community. Leadership. Pride.

WESTBANK FIRST NATION Employment Opportunity

THE FOLLOWING POSITION IS AVAILABLE WITHIN WESTBANK FIRST NATION. IN ACCORDANCE WITH SECTION 20.1 OF THE WFN CONSTITUTION AND SECTION 3.1 OF THE WFN PERSONNEL POLICY, PREFERENCE WILL BE GIVEN TO QUALIFIED WFN MEMBERS WHO APPLY FOR THIS POSITION.

TITLE: Certified Education Assistant
MINIMUM SALARY: Commensurate with Experience
DEPARTMENT: Sensisyusten – House of Learning
TERM: Temporary Part – Time (Jan 22, 2018 – June 29, 2018)

POSITION SUMMARY:

Under the supervision of the principal, and the guidance of the classroom and learning assistance teachers, the Certified Education Assistant provides assistance to students.

DUTIES AND RESPONSIBILITIES:

- Assists in the preparation and delivery of individual educational program goals and strategies
- Assists classroom teachers in the education and/or training of students with special needs including learning, emotional, and/or physical challenges on a one-to-one basis, in small groups, or with the whole class
- Assists teachers in maintaining records and progress reports of students' IEP and IBP
- Assists teachers to present a safe learning classroom environment
- Assists in the supervision of students during classroom periods, playground sessions, lunch breaks, physical education/gym sessions, field trips, etc., as required
- Modifies and prepares specialized teaching aids for students under the direction of the teacher
- Cooperates in team building and team work with the principal and other staff
- Performs other duties and responsibilities as necessary in the performance of the position, and as assigned by the Principal of Sensisyusten School
- Performs all duties and responsibilities in accordance with the School policies, standards, governing regulations and procedures, as directed by the Principal of Sensisyusten School
- Maintains confidentiality on all matters relating to the affairs of the Westbank First Nation and the School

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- Certified Education Assistant certificate or BC Teaching certificate
- Valid First Aid Certification with CPR Level B or C endorsement
- Experience working with school-aged children (minimum two years, desirable)
- Good communication skills (oral and written)
- Adequate computer skill and knowledge
- Integrity (Honesty, Trustworthy, Professional etc.)
- Ability to be open-minded and empathetic
- Ability to work firmly and fairly with students
- Organized with excellent planning and development skills
- Experience working within a First Nation environment
- Life style consistence with the duties and responsibilities of the position
- Familiar with the Okanagan Culture preferred
- Valid Driver's License preferred
- Clear Criminal Record Check with Vulnerable Sector Search

This temporary part-time position is a great way to gain valuable skills and experience all WFN has to offer. This temporary part-time position may provide the opportunity to grow in the organization and may progress into full-time employment. Further information can be obtained at www.wfn.ca by navigating to the Human Resources page (*Departments>Human Resources*) or by visiting the *Employment Opportunities* tab located in the top right hand corner of the homepage.

Interested applicants should email an [application form, cover letter, and resume](#) by **Friday, January 12, 2018**. **Please reference #17-34 and indicate clearly in your covering letter where you saw this posting and how your experience and qualifications meet the requirements of the position.**

Incomplete and/or late submissions will not be accepted

Recruitment/Training & Development Coordinator
Westbank First Nation
301-515 Hwy 97 South, Kelowna, BC V1Z 3J2
Fax: (250) 769-4377
Email: careers@wfn.ca