



Educational Assistant

Southeast Collegiate is the only school of its kind in all of Canada. It serves as a campus to First Nations students during the school year – educating students in a beautiful school facility and providing housing in the adjoining lodge.

We are currently accepting applications for an **Educational Assistant**, who must have a valid Educational Assistant Certificate in order to be considered for employment. Our ideal candidate will have worked with high school students in grades 10-12.

Under the supervision and direction of the Resource Teacher and/or Principal, the Educational Assistant is responsible for providing assistance to teachers in the delivery of SEC programs. They are also responsible for providing instructional assistance to individual or small groups of students who might require extra assistance.

Educational Assistant Duties

- Clarify lesson elements one-on-one or in small groups with children
- Record student attendance in school data base.
- Take attendance and enter it into the school data base for tracking.
- Assist teacher with keeping kids occupied
- Supervise and reinforce classroom activities (i.e., specific techniques, strategies, and language as directed by the teacher).
- Document and discuss student abilities, strengths, and weaknesses with the teacher and the desired outcomes for the student, in addition to observing and report on educational, behavioural, and emotional goals with the teacher for student evaluation, as appropriate.
- Maintain weekly reporting on activities and student progress.
- Assist in collecting, collating, laminating, organizing materials, creating displays, updating the bulletin boards, and undertaking other supportive activities.
- Work within established SEC school structures, including classroom structures, behavioural rules, and student expectations.
- Assist with marking tests and assignments under the instruction of the teacher and answer key.

Other Duties

- Assist with the running of school activities as required
- Participate in staff meetings as required
- Attend program-planning meetings at the teacher's request.

- Volunteer for various committees throughout the year (i.e., cultural committee, safety committee, sports committee, newsletter committees, student council committees etc.).
- Provide assistance with special events (graduation, etc.)
- Supervise students during lunch hours and homework club
- Participate in extra curricular activities (i.e., intramurals, gym class, lunch hour games, field trips, after school programs etc.).
- Keep up to date on school, school division, and provincial policies.
- Administer first aid as required.
- Other duties as assigned. The duties and responsibilities of this role may evolve over time.

Qualifications

- Grade 12 or equivalent required
- Educational Assistant Certificate required
- Previous experience as an educational assistant or experience working within a high school setting is an asset.
- Training in the following an asset or willing to obtain: (NVC, ASIST, WEVAS)
- Training and knowledge of behavior management techniques an asset
- Ability to treat students in a respectful, responsible and fair manner with consideration to the student's physical, social and psychological development
- Knowledge of appropriate software including: Microsoft Office (Word, Excel, Outlook and PowerPoint)
- General office skills (photocopying, scanning, laminating)
- Must be highly organized and have excellent time management skills
- Must be willing to be certified in First Aid, CPR and any other certifications required for the job
- Ability to handle stressful situations and deadlines
- Ability to organize and multitask
- Must have excellent time management skills
- Strong verbal, written and interpersonal communication skills
- Satisfactory Criminal Record and Child Abuse Check
- Willing to participate in ongoing professional development.

Work Conditions

- Working in a school setting
- May be required to work offsite (field trips)
- May be exposed to bodily fluids (i.e., student's with cold's, flus, bloody noses etc.)
- Doing a lot of reading and proofing of assignments, tests, memos, manuals, etc.
- Repetitive movement (i.e., typing and data entry)
- Moderate physical effort required with prolonged periods of standing and/or walking
- Working with people of a culturally diverse background
- Able to answer inquiries and handle complaints
- Subject to disruptive interruptions

- Subject to conflicting demands, priorities and multi-tasking
- May be subject to emotionally charged situations, unpredictable and/or unstable conditions when it comes to students
- May have a high volume of work at times
- May be required to work extended hours and/or overtime

Starting Wage: \$24.47/hour

Please submit your resume to apply@sec.education or visit our website for more details www.southeastcollegiate.ca.

Southeast Collegiate would like to thank all those who submit applications. Only those applicants who will be interviewed will be contacted.

* Please kindly note that preferential treatment will be given to First Nations Candidates*

Employees with treaty status under the Indian Act are exempt from federal income tax at SEC.