



ONE ARROW FIRST NATION EMPLOYMENT OPPORTUNITY

One Arrow First Nation is seeking a dynamic and committed person to join our team in the following employment opportunity:

EDUCATIONAL ASSISTANTS – ALMIGHTYVOICE EDUCATION CENTRE

Our Organization

One Arrow First Nation is committed to providing a meaningful and balanced workplace environment by bringing the uniqueness of our culture into the workplace. Our mission is, '*Honoring our past; building our future.*' One Arrow First Nation is located at least 80 km North of Saskatoon, Saskatchewan and at least 75 km south west of Prince Albert, Saskatchewan. Our employees enjoy a friendly work environment, opportunities for development and a real opportunity to make a difference in our community.

The Almightyvoice Education Centre (AEC) is our community school, offering Kindergarten to Grade 12 education. Our student body is about 250 or more in an academic year. We actively promote our culture and traditions in the Almightyvoice Education Centre.

The Position

Under the supervision of the Almightyvoice Education Centre Principal (Administrator) and Special Education Teacher, we are seeking **Educational Assistants** to assist the Special Education Teacher in enabling students to successfully develop to their fullest potential by providing an appropriate education plan in compliance with the student's learning needs. The Educational Assistants will work with all students and assist with specific instruction, support, and services to students with identified learning challenges.

Duties/Responsibilities

Key responsibilities/duties include:

- Assist the AEC Principal and Special Education Teacher in facilitating and supporting student activities with study and organizational skills.
- Assist students in locating research and reference materials suggested by the Special Education Teacher
- Paraphrase instruction to students when required.
- Assist students in organizing their written assignments.
- Assist students with computers or use of other school equipment.
- Ensure that students complete tasks and meet deadlines.
- Assist Special Education Teacher in implementing emotional and behavioral specific programs.
- Assist Special Education Teacher in monitoring student behaviour.
- Assist Special Education Teacher with the behaviour modification plan.

- Assist the Special Education Teacher in administering and interpreting test results to students, parents, and program personnel to identify student needs and determine individual education plans.
- Support the process of parental engagement in student programming.
- Ensure accommodations are offered to students as identified through student needs assessments.

Qualifications

Successful candidates must have:

- Education Assistant certificate/diploma or currently studying to achieve the Educational Assistant certificate/diploma
- Grade 12/Adult 12 graduate or GED 12
- Some experience within elementary and/or secondary schools
- Experience in special education programs would be an asset
- Excellent verbal, written and technological communication skills required
- Desire to advance First Nations education and improve education outcomes
- Knowledge of First Nations history, cultural practices and traditions would be an asset
- Ability to speak Cree would be an asset
- High level of attention to confidentiality
- Willing to participate in ongoing learning and development
- Possess a valid driver's license and ability to qualify for an SGI abstract
- Ability to provide a criminal records check (CPIC) and Vulnerable Sector search
- First Aid certification preferred
- Willing to undergo Fit for Duty policy

HOW TO APPLY

Deadline for applications: *OPEN UNTIL FILLED*

Applicants must send a resume and cover letter outlining how they meet the requirements of the position along with three (3) current professional references to:

One Arrow First Nation Human Resources Administrator
One Arrow First Nation
Box 147
Bellevue, Saskatchewan S0K 3Y0

Email: karen.gardipy@onearrow.cloud