



JOB POSTING: YELLOW QUILL FIRST NATION

Title: Educational Assistants

Location: Yellow Quill First Nation

Status: 2025-2026 School Year (Fixed Term Contracts)

Reporting to: Director of Education/Principal

Wage/Salary: Dependent on Experience

Closing Date: *Open until filled.*

SUMMARY OF POSITION

Yellow Quill First Nation is seeking two (2) Educational Assistants positions at Nawigizigweyas Education Centre for the 2025-2026 school year. The Educational Assistant (EA) supports the learning, safety, and well-being of students by working collaboratively with teachers, support staff, families, Elders, and community members. The EA helps create a culturally responsive, inclusive, and student-centered learning environment that honors First Nation languages, traditions, and ways of knowing.

DUTIES AND RESPONSIBILITIES

- Provide one-on-one or small-group academic support as directed by the classroom teacher.
- Assist students with literacy, numeracy, and other classroom activities.
- Support students with diverse learning needs, including those with Individual Education Plans (IEPs).
- Encourage positive behaviours, self-regulation, and social skills development.
- Supervise students during transitions, recess, lunch, cultural activities, and field trips.
- Promote and respect First Nation values, traditions, and cultural teachings.
- Support and participate in cultural activities, including land-based learning
- Help integrate Indigenous perspectives into daily learning.
- Assist in preparing classroom materials, organizing resources, and setting up learning stations.
- Support classroom management strategies as directed by the teacher.
- Help maintain a safe, respectful, and welcoming learning environment.
- Implement behavior or safety plans under staff guidance.
- Maintain respectful and professional communication with students, staff, and families.
- Report on student progress or concerns to teachers and/or administration.
- Participate in team meetings, professional development, and training opportunities.
- Maintain confidentiality and adhere to school policies and privacy standards.

REQUIRED EDUCATION, QUALIFICATIONS AND EXPERIENCE

- Grade 12 diploma or equivalent
- Experience working with children
- Ability to work collaboratively within a team.
- Respectful, patient, and compassionate.
- Strong interpersonal and communication skills.
- Reliable, organized, and able to take initiative.
- Open to learning and participating in cultural teachings.
- Committed to fostering student success and community well-being.
- Updated Criminal Records Check (CPIC) with Vulnerable Sector Check

Please submit a cover letter, your resume and CPIC, no later than **OPEN UNTIL FILLED:**

ATTN: Human Resources Coordinator

EMAIL: Shantel.Poorman@yqfn.ca

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