



Natoaganeg (Eel Ground) First Nation

47 Church Road, Eel Ground, NB, E1V4E6

EMPLOYMENT OPPORTUNITY: Education Assistant – Ginamoi Head Start Centre

Natoaganeg First Nation (Eel Ground) First Nation is committed to providing their children with a healthy and inclusive learning environment where all students can achieve their academic potential. To assist us in meeting these objectives we are recruiting for the following position:

Position	Education Assistant
Department	Ginamoi Head Start Centre
Salary	Based on qualifications and experience in accordance with current salary scales of the Ginamoi Head Start Program
Work location	Ginamoi Headstart Centre, 2 Riverview Road, Eel Ground, NB
Starting Date	October 2018 (exact date TBD)
Ending Date	June 28, 2019
Deadline For Application	4:00pm, Friday, October 12, 2018

The Ginamoi Head Start is a Licensed Day Care facility established to ensure the children of Eel Ground First Nation have a solid developmental foundation and are well equipped to progress through the continuum of growth and evolution through the provision of a healthy, nurturing and enriching care and learning environment.

TYPICAL DUTIES:

The educational assistant tends to the physical, academic, behavioral and emotional needs of exceptional student(s). Typical duties include, but are not limited to:

- Providing individual supervision, guidance and support to assigned student(s) throughout the school day
- Supervising student(s) in classrooms, libraries, and any other learning environment
- Assisting educator(s) with the preparation of teaching aids and the assembly of materials as directed by the educator
- Tutoring students
- Maintaining records
- Supporting activities/ functions designed to fulfill the instructional, social and/or behavioral goals and objectives as planned by the educator
- Assisting students with transportation to and from school and moving around within the school
- Accompany student on field trips and other centre events/activities
- Providing parents/guardians with feedback relative to students' progress and keeping them informed of concerns, successes and or events
- Duties may also include assistance with feeding, hygiene, clothing and toileting and care of catheterized students
- Other related duties as required

QUALIFICATIONS:

- A good understanding of Mi'kmaq culture, values, traditions and socioeconomic conditions as well as a demonstrated passion and commitment to enhancing the lives of children
- Graduation from high school with relevant post-secondary training in exceptionalities; EA or ECE certificates an asset
- Demonstrated experience and success providing support to students with special needs
- Ability to relate to, communicate with, capture the interest, trust and respect of individuals with exceptionalities
- Good oral and written communication skills
- The ability to effectively control and deal with difficult people and or stressful situations
- Good human relations and interpersonal skills
- Effective record keeping and reporting
- Well versed in Exceptionality developmental practices
- Demonstrated ability to work autonomously
- Strong critical thinking, independent judgment and problem solving skills
- The ability to build effective relationships with teachers, peers as well as parents and guardians

REQUIREMENTS:

- Submission of a Criminal Record Check that meets all requirements of working with the vulnerable sector
- Certified in infant/child and adult CPR and First Aid
- Immunization

EMAIL RÉSUMÉ TO: nmacdonald@nb.aibn.com

Clearly indicate "**Education Assistant Head Start 2018-10**" in the subject line

Only those candidates under consideration will be contacted. We thank all those who apply.