



## Penticton Indian Band

R.R. #2, Site 80, Comp.19  
Penticton, British Columbia  
Canada V2A 6J7

Telephone: 250-493-0048 Fax: 250-493-2882

December 14, 2021

### Employment Opportunity

The Penticton Indian Band (PIB) is currently seeking an ambitious and qualified individual to temporary fill the following position:

<b>Position Title:</b>	<b>Education Assistant</b>	<b>Classification:</b>	14-Educ Assistant
<b>Department:</b>	Education	<b>Responsible To:</b>	OSCS Principal
<b>Status:</b>	Full Time – Temporary Position	<b>Hours of Work:</b>	35 hrs/week
<b>Range:</b>	According to PIB Salary Grid		
<b>Location:</b>	Outma Sqilx'w Cultural School		
<b>Closing Date:</b>			
<b>This is a Temporary Position from January to June, 2022. The position may extend based on student enrollment.</b>			

#### Job Summary:

Under the supervision of the school principal, the Education Assistant position will provide support to children and to the classroom teacher, contributing to the safe learning environment and quality education program that meets the individual needs and curriculum goals for students. In addition, the Education Assistant will support classroom teachers with the delivery of both teaching and non-instructional tasks to support the development of the students. Implementing socialization strategies and life skills education for students is also a component of this position. The Education Assistant will act as a role model and will contribute to maintaining the collective harmony in the school.

#### Core Competencies:

- Accountability
- Decision making
- Teamwork
- Adaptability
- Organizational and Relationship building
- Problem solving
- Communication
- Planning and Organizing

#### Duties/Responsibilities:

##### Job Responsibilities and Work Performed

- Assists students with integration into the classroom and school setting.

- Carries out work within developed structures and plans, being consistent with expectations set for student.
- Facilitates student learning individually and in small group with assignments and learning concepts under the supervision of the classroom teacher (e.g. Read Well Intervention groups, Dibels, Ability Groups).
- Monitors and reports student progress to classroom teacher.
- Accompanies and supervises students during activities in school gym, playground, on field trips, during recess, at noon hour or during the day.
- Supports the implementation of a student's individual education plan.
- Supports the implementation of student's behavioral management plans.
- Protects and respects the confidentiality of information.
- Assists with the Breakfast program to ensure students have eaten.
- Provides supervision during bus loading in the afternoon.
- Provides Learning assistance for students with special needs.
- Provides one on one support for select students during Okanagan language, math, science and socials.
- Provides support to clubs identified as requiring supports at school.
- Produces materials and implements strategies to accommodate individual learner needs/styles.
- Assists with development of instructional learning resources.
- Implements and reinforces learning activities using lesson plans and learning strategies developed by the teacher/team to help students master concepts and skills.
- Shares relevant information
- Assists with annual year end celebration.
- Provides skill development activities such as cutting paper, pinch beads with two fingers, ripping paper, holding a pencil properly; basic hand eye coordination
- Report to classroom teacher the progress of students regarding interventions and extra support. Keeps teacher up to date on the implementation of the program.
- Attends student IEP meetings to provide insight into student progress regarding IEP goals and supports.
- Attends team meetings and staff meetings when invited.
- Documents, monitors and reports to teacher/team on implementation of intervention program.
- Follows all established reporting procedures as developed by teacher or school administration.
- Advocate for conditions of success for students with special needs.
- Maintain positive, supportive, professional relationships within the education community and with the PIB community.
- Meet standards of professional conduct in relation to students, parents, and colleagues.
- Share relevant information about the performance and behavior of individual learners to support IEP goals, transition, and program design.
- Carry out functional (informal) assessment activities to assist the teacher in developing learner profiles.

- Observe and document learner strengths, achievements, and needs through daily learning activities.
- Gather relevant information through working with student or students to provide feedback into the planning process.

## Qualifications/Requirements:

### Minimum Academic/Educational Requirements

- Grade 12

### Other Certification, Licenses, Designations and/or Training

- Certified Education Assistant

### Minimum Level of Experience

- 1 year working in a First Nation Education Setting

## Assets:

- Experience working with children (4-13 yrs of age)
- Knowledge of Okanagan Language and culture

## Working Conditions:

- Safe work environment
- Drug and alcohol free workplace
- Busy, engaging work tasks

All Penticton Indian Band employees are encouraged to learn about the culture, language and customs of the Okanagan people and must be willing to continuously upgrade their skills and knowledge and further their formal education.

The Penticton Indian Band offers a competitive compensation and benefits package as well as a great team and respectful work environment. If you are qualified and looking for an exciting and rewarding career in Education please **send a resume and covering letter by 4:00 pm on January 4, 2022 to the attention of:**

**Mrs. [Kathy Pierre-Director of Education]**  
**Penticton Indian Band**

**Mail:** RR #2 Site 80 Comp. 19    **Fax:** (250) 493-2882  
 Penticton, BC V2A 6J7    **Email:** [jobs@pib.ca](mailto:jobs@pib.ca)

**In Person:** PIB Administration Offices – 841 Westhills Drive, Penticton, BC

*The Penticton Indian Band provides equal employment opportunities to all, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, political belief, creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons with specific knowledge of and/or experience with Sn'Pink'tn(Penticton) language (N'syilxcen), culture, history and customs; persons of Aboriginal, Métis or Inuit ancestry; and all others. We thank all those who apply; however, only those candidates selected for interview will be contacted.*