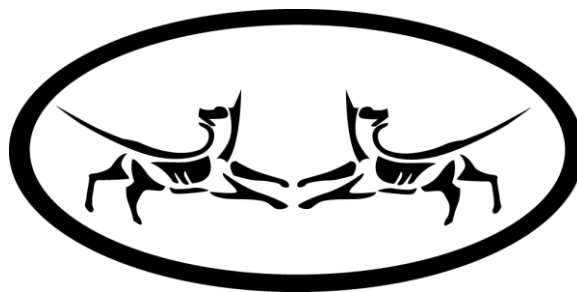


# Penticton Indian Band

172 Outma Sqilx'W Place  
Penticton, British Columbia  
Canada V2A 0E3  
Telephone: 250-770-3210 Fax: 250-493-0889



## Employment Opportunity

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

<b>Position Title:</b>	Education Assistant	<b>Classification:</b>	\$ 22.00 – 37.00 hourly (based on education and experience)
<b>Department:</b>	Education	<b>Type:</b>	Class 8
<b>Status:</b>	Full-time	<b>Responsible To:</b>	PIB Education Centre Principal, and Special Education Teacher
<b>Location:</b>	PIB Education Centre	<b>Regular Hours:</b>	8:30 am to 3:30 pm Monday to Friday
<b>Deadline:</b>	Until filled		

## Job Summary:

Under the supervision of the school principal and Special Education Resource Teacher the Education Assistant position will provide support to children under the direction of 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 and OSCS 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. The Education Assistant will work with the classroom teacher to meet the criteria of student IEPs as designated.

## 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. Applicable secondary leveled courses)
- Monitors and reports student progress to classroom teacher.
- Accompanies and supervises students during activities in school gym, on field trips, during nutrition break, 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 and lunch program to ensure students have eaten.
- Provides supervision as per schedule provided.
- Provides Learning assistance for students with special needs.
- Provides one on one support for select students during Okanagan language, math, science and socials.
- Assists with the implementation of student daily goals/needs.
- Provides support to clubs identified as requiring support at school.
- Provides information to teacher for home/school formal/informal communications.
- Produces materials and implements strategies to accommodate individual learner needs/styles.
- Assists with development of instructional learning resources.
- Reviews 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.
- Assists with Physical Education program at school.
- Provides skill development activities as directed by Special Education Teacher and Classroom Teacher.

#### **Job Supervisory roles:**

- Supervision during morning, recess, lunch, and afterschool
- Supervision while teacher is out of classroom
- Supervision at school club activities

#### **External responsibilities**

- Represent PIB Education Centre offsite
- Supervise extracurricular activities, cultural field trips, pow wows, etc.
- Positive role model always
- Positive/healthy choices always

#### **Reports to:**

- PIB Education Centre School Principal
- Classroom Teacher
- Special Education Teacher

#### **Accountability**

The following are representative of the expected deliverables and standards for this position:

- Report to classroom teacher on 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.
- Assists in maintaining learner records required by school and teacher.
- Follows all established reporting procedures as developed by teacher or school administration.

#### **Relationships**

Supervision received and given will be at a medium level. Supervision will involve working with students requiring intervention and during morning, recess, lunch and field trips.

- Develop a positive and respectful working relationship with students and school staff.
- 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.

## **Decision Making**

The Education Assistant will make decisions regarding pertinent information to report back to the classroom teacher regarding student support and interventions. Decisions will include the following:

- 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 the student or students to provide feedback into the planning process.
- Assists in the collection of data for the purpose of evaluating student progress.
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## **Qualifications/Requirements:**

### **Minimum Academic/Educational Requirements**

- Grade 12

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

- Certified Education Assistant

### **Specific Job Skills and Levels required:**

- Basic computer skills
- Microsoft word and excel
- Pecs Program (if required)

### **Minimum Level of Experience**

- 1 year

### **Personality Traits (Required to be successful in position)**

- Compatibility with children, goal planning skills, patient, high energy, optimistic, problem solving strategies, outgoing/easygoing, happy, patient, make quick decisions

## **Assets:**

- Experience working with youth (14-19 yrs of age)
- Youth worker
- Alcohol and Drug worker

## **Working Conditions:**

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

Preference will be given to qualified Aboriginal applicants as per section 21 of the Human Rights Code.

\*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, please send a resume and cover letter to the attention of:

**Armando O. Lopez, HR Manager  
Penticton Indian Band**

**Mail:** 841 Westhills Drive      **Fax:** (250) 493-2882  
Penticton, BC V2A 0E8      **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.*