



Penticton Indian Band

841 Westhills Drive,
Penticton, British Columbia
Canada V2A 0E8
Telephone: 250-493-0048

September 17, 2025

Employment Opportunity

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

Position Title:	Education Assistant-High School	Pay Rate:	\$ 22.50 – 27.50 (based on credentials and experience)
Status:	Full-time	Classification:	Professional Designation
Department:	Education	Working Hours:	Mon – Fri 8:15 am to 4 pm
Responsible To:	Classroom Teacher and School Principal		
Location:	PIB Education Center		
Closing Date:	October 1, 2025		

Job Summary:

Under the supervision of the school principal, the Education Assistant position will provide support to students 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
- Adaptability
- Communication
- Organizational
- Relationship building
- Planning and Organizing
- Problem solving
- Decision making
- Teamwork

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, Dibbles, Ability Groups).
- 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.
- 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, language arts, math, science and socials.
- Assists with the implementation of student daily goals/needs.
- Provides information to teacher 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.

Specific Job Skills and Levels:

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

Qualifications/Requirements:

Minimum Academic/Educational Requirements

- Grade 12

Other Certification, Licenses, Designations and/or Training

- Certified Education Assistant

Minimum Level of Experience

- 1 year

Assets:

- Experience working with Youth (14-19)

- Youth worker
- Alcohol and Drug worker

Working Conditions:

- Extended periods of sitting and/or standing
- Manual dexterity required for use of desktop and peripherals
- Safe environment
- Drug and alcohol free workplace
- Busy, engaging work tasks
- Can be fast-paced as well as quiet and structured
- Unpredictable due to working with children
- Fun, happy

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

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.