



## Employment Opportunity Woodland Cree First Nation



Department: Education

Location: Cadotte Lake School

Position: Education Support Staff

Number of Positions: 8

Full or Part-Time: Full-time

Application Deadline: June 15, 2024

In pursuit of our mission to develop and maintain a self-supporting community for our children, Woodland Cree First Nation is proud to begin administering and operating Cadotte Lake School for the 2024-2025 school year.

Reporting to the School Principal, Education Support Staff will assist and lead in the operation of the school program by providing support, assistance, and supervision to students.

Woodland Cree First Nation is looking for committed individuals who can establish effective relationships, build community, trust, and rapport with students. Good communication and the ability to work effectively as a team member with school personnel are required.

### Responsibilities include:

- Work with students in small groups or on an individual basis. Assist in work, reinforcement or practice of skills, or the preparation of individual or small group projects.
- May oversee the work of a class while the teacher works with small groups or individuals as necessary. Assists in the maintenance of records and files.
- Assist teachers in the preparation of curriculum materials and tests. Type, draw diagrams, duplicate, and collate materials. Operate laminating and duplicating equipment as required. Assist in the operation of audio-visual equipment.
- Circulate curriculum materials, assignments, and tests. Distribute and collect material.
- May assist in marking exams, worksheets, or workbooks.
- Supervision of students outside, on playgrounds, hallways, and indoor areas as required.
- Remain alert to all situations that may represent a risk to students.
- Supervise the loading and unloading of students onto busses as assigned. Deal with minor issues with students as required.
- Lead or assist in organizing and supervising field trips and other out of school activities.
- Assist in classroom management activities, such as the preparation of solutions or paints, setting up or clean-up of rooms and tables, preparation of displays, bulletin boards, etc.
- Performs other related responsibilities as assigned.

Qualifications (please include the following in your application):

- Ability to work as a team and independently to support the students, staff, and Woodland Cree First Nation Education goals.
- Experience in a K-12 and/or advanced education environment.
- Experience and skills to lead extra-curricular activities such as coaching, land-based learning, etc. are an asset.
- Certification in outdoor pursuits such as paddling, cross country skiing, etc. are an asset.
- Proven leadership ability and attendance
- Experience with Microsoft Office are an asset.
- Standard First Aid and CPR-C are an asset.
- Two professional references - please include with application.

Compensation and Benefits:

- Salary range is \$40,000-\$60,000 annually based on experience, skills, and certifications.
- Tentative start date is August 26, 2024
- On-site housing (single/family)
- Generous holiday schedule
- Retention bonus
- Professional learning allowances
- Strong, supportive First Nations community

How to Apply:

Please forward your cover letter, resume and two professional references by the deadline noted above to [hr@woodlandcree.net](mailto:hr@woodlandcree.net). Include the position you are applying for in the email subject.

Woodland Cree First Nation is an equal opportunity employer and welcomes all applications. We would like to thank applicants for their interest in this opportunity. Only candidates selected for an interview will be contacted.