



LOWER KOOTENAY BAND

830 Simon Road, Creston, BC V0B 1G2 Ph: 250.428.4428 Fax: 250.428.7686

CAREER OPPORTUNITY

POSITION TITLE: School/Classroom Assistant (Mentor)

CLASSIFICATION: Full-time

TERM: 27 weeks (approx.)

POSITION SUMMARY

The School/Classroom Assistant is primarily responsible for assisting the school staff with general daily school tasks. The School/Classroom Assistant will be responsible for performing general tasks, such as supervision of students, preparation of materials, assist with daily snacks and occasional school meals, and helping students achieve their learning outcomes.

REPORTING

This position reports to the Yaqan Nukiy School Teachers and Principal, although much of the mentoring and scheduling will be carried out by Education Assistant.

DUTIES AND RESPONSIBILITIES

- Produce materials and implement strategies as assigned by the classroom teachers.
- Assist in the preparation of school snacks and meals as requested.
- Share relevant information about the performance and behavior of individual learners to support IEP goals, transition, and program design.
- Implement specific techniques, strategies, programs as discussed and demonstrated by teachers.
- Observe and document learner strengths, achievements, and needs; assist in the collection of data for the purpose of evaluating student progress.
- Support occupational physiotherapists, speech/language pathologists, vision and hearing specialists and nurses in the delivery of services when required.
- Assist other staff to cover the supervision of recess and lunch periods. Because you are required to remain on site during lunch breaks, the time will be considered paid time within your regular hours.
- Create and maintain student files and records.
- Attend all scheduled staff meeting (normally monthly-maximum bi-weekly), and team planning days to discuss school activities, concerns, planning, etc.
- Communicate observed maintenance, safety or health hazards to the Principal in writing immediately.
- In the event of an emergency, ensure the students' safety as the highest priority.
- Conduct himself/herself in a professional manner at all times and act as an appropriate role model for the students.
- Conduct himself/herself in a respectful manner when participating in cultural or traditional activities of the Yaqan Nukiy Peoples.



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- Follow the Policies of Yaqan Nukiy School and the Employer as approved by the Board of LKIB Education Society, and LKB Chief and Council.
- Additional reasonable duties as requested by the Teachers/Principal.

POSITION QUALIFICATION

- Between the ages of 19-30 at the start of the work term;
- Have Food Safe & First Aid Certificates or be willing to obtain at employer's expense.
- Pass Criminal Record Check
- Able to commit for the entire work term;
- Applicants must reside in the Lower Kootenay Band community;
- Be dependable, enthusiastic and possess good work habits;
- Ability to function as part of a diverse team and interface with the community.

Please submit your cover letter and resume marked "**confidential**" to:

Yaqan Nukiy School Principal
Lower Kootenay Band
830 Simon Rd.
Creston, BC V0B 1G2
Fax: 250-428-7686
Email: education@lowerkootenay.com

Closing Date: September 19, 2014

Start Date: September 29, 2014

Please note that only those selected for an interview will be contacted. Applications received after the closing date will not be considered.