



# *2015 CUPE Posting #30A*

*“Bringing Learning to Life!”*

**Fax # (250) 949-8792**

**November 25, 2015**

**TO CUPE LOCAL 401:**

Employees are hereby advised that the following **REGULAR** position is available.  
Applications should be received no later than **4:00 p.m. on Thursday, December 3, 2015.**

**FIRST NATIONS EDUCATION ASSISTANT**

Pay Rate : \$23.59 per hour  
Location : **Sea View Elementary Junior Secondary School**  
Hours of Work : 6 hrs/week, while school is in session  
Start Date : ASAP  
Reporting To : Ms. Heather Johnson, Principal, Sea View Elementary Junior Secondary

**MAJOR DUTIES AND QUALIFICATIONS** – See attached job description.

Aboriginal ancestry is a required qualification for any position supported through targeted Aboriginal funding.

Please direct all applications to: Mr. John Martin, Secretary-Treasurer  
School District No. 85 (Vancouver Island North)  
P.O. Box 90  
Port Hardy, B.C. VON 2P0

cc: CUPE Payroll  
CUPE Local 401  
All Schools  
Port McNeill Maintenance  
Transportation  
School District Administration Office  
VINTA

## **PLEASE POST**

**SCHOOL DISTRICT NO. 85  
(Vancouver Island North)**

**CLASSIFICATION DESCRIPTION**

**FIRST NATIONS EDUCATION ASSISTANT**

**DEPARTMENT: School**

**JOB SCOPE**

Reports to the school principal.  
Assists teachers in providing educational programs to First Nations students.  
Works with First Nations students individually and in groups.  
Works under the direction of teachers.  
Works without close supervision.  
Performs duties of a confidential nature.

**MAJOR DUTIES AND RESPONSIBILITIES**

Supports the formal education program through the direct supervision of First Nations student activities.  
Supports First Nations students in the development of positive social/emotional skills that facilitate learning.  
Assists students with school work and monitors their progress.  
Works with school staff to support First Nations student transition to secondary schools.  
Maintains student records.  
Performs other duties necessarily incidental to those assigned above.

**QUALIFICATIONS AND EXPERIENCE**

Secondary school graduation (with Dogwood Certificate or equivalent).  
One year of post-secondary education applicable to work situation including courses in First Nations Studies, Anthropology, English, Mathematics, Sociology and Psychology.  
Extensive knowledge of Kwakwaka'wakw culture.  
Ability to maintain good working relationships and communicate effectively with school Staff, First Nations students and their families.  
Ability to assist elementary students with their school work.  
Ability to assist secondary students in their school work in the areas of mathematics, language arts, social studies, and science.  
Ability to understand and effectively carry out oral and written instructions.  
Ability to use a computer (word-processing) for record keeping and instructional programs.  
Good interpersonal and communication skills.  
Two to three years recent experience working with First Nations students.

Revised Apr. 2004  
Reviewed Nov. 2004  
Reviewed Apr. 2008  
Reviewed Apr. 2011  
Revised Jun. 2015