



## JOB POSTING: FULLTIME CONTRACT POSITION Educational Assistant

**Interested Candidates:** Applications **must** include a cover letter, resume and three work-related references and/or letters of reference.

**JOB SCOPE:** The Alderville First Nation is seeking a dependable, enthusiastic individual to fill the position of **Educational Assistant**. In this position you will provide administrative assistance to both the Education Manager and the Student Services Coordinator for the Alderville Alternative School to help improve the efficiency of the Education Department and delivery of services.

**Duration:** This is a Full-Time Contract position starting immediately to March 31, 2019 (~8 months). Standard office hours to apply at 35 hrs per week; **must** be willing and available to work evenings and/or weekends as required.

### **Duties & Responsibilities:**

#### **Key Job Functions:**

- Trains as a back-up Bus Driver as needed
- Assists with the administration of the bussing program; continuously canvas for back-up bus drivers
- Maintains accurate lists for a variety of purposes.
- Communicates with parents and students as needed.

#### **Key activities:**

- Organizes files and student resources; reviews and shreds old files
- Prepares cheque requisitions
- Orders educational materials
- Assists in preparation of reports
- Uses solid planning skills to assist with the preparation of the 2018-2019 educational support programs and the Student Awards
- Gains familiarity with the variety of responsibilities of the Education Department

#### **Related and other duties:**

- Run errands such as picking up supplies
- Contacts service providers eg. speech therapists and tutors
- Study's the Education Service Contract and the Anishnabek Educational Agreement
- Special projects, assigned tasks and additional regular duties as required by your Supervisor.

### **Minimum Qualifications:**

- Grade 12 or equivalent experience
- Knowledge and understanding of Native culture, traditions, teachings, community dynamics
- Must have valid Class 'G' driver's license with \$1M liability insurance and reliable method of transportation;
- Current Criminal Reference Check and Vulnerable Sector Search required (if position offered).

### **Preferred Experience:**

- Excellent verbal and written communication skills
- Strong research skills; high level of organizational skills and the ability to multi-task
- Proficient in Microsoft Office Suite, other computer applications and technology

**Salary:** Alderville First Nation Salary Grid will apply – targeted start rate is \$14.46 - \$15.23 per hour

**Deadline to Apply:** Thursday, August 9, 2018 @ 4:30p.m.

**How to apply:** Applications **MUST** include a cover letter, resume and three work-related references and/or letters of reference.

Persons of Aboriginal ancestry are encouraged to apply and should identify themselves in their cover letter.

Applications can be hand delivered to the reception area of the Alderville First Nation Administration Office or:

E-mail to: [mlevesque@alderville.ca](mailto:mlevesque@alderville.ca)

Fax to: (905) 352-3242

Mail to: Alderville First Nation

11696 Second Line Road, Roseneath, Ontario K0K 2X0

Attention: HR Manager, Melissa Levesque

RE: *Educational Assistant*

For full job description, contact Melissa Levesque at (289) 435-2008. We thank all who apply however only those selected for an interview will be contacted.

*Chief and Council retain the right to make the final decision on the selection of the successful candidate.*