



Pasqua FIRST NATION

CHIEF PASKWA EDUCATION CENTRE – HIGHSCHOOL

INVITES APPLICATION FOR THE FOLLWING POSITION:

Educational Assistants & Substitute Educational Assistants

Job Summary:

If you enjoy working with children and assisting to ensure a fun, safe and educational environment where you can make a difference, Chief Paskwa Education Centre is in search of Educational Assistants. Educational Assistants provide a range of support services that help students to achieve their academic, social, physical and personal potential. Educational Assistants assist students with intensive needs in five key areas, providing personal care, life skills and experiences, academic support, communication, and behavioural support as required by students and directed by teachers, to promote engagement, participation and success in school.

Responsibilities include, but are not limited to:

- Provides personal care to students to maintain their dignity and promote independence.
- Assists and coaches' students to develop the skills and abilities they need to succeed in their daily lives and helps prepare students for life after high school.
- Works under the direction of the administrator, classroom teacher and student services teacher to promote student engagement in learning and provides academic support as defined by teachers, including small group/one on one reinforcement activities and clarifying/assisting with assignments.
- Supports up to date and complete student programming records by documenting progress on targeted goals in the Inclusion and Intervention Plan and other reporting, and participates in parent-student-teacher conferences when requested by the parent or administrator.
- Promotes, facilitates and models positive behaviour interventions and supports to encourage, support, reinforce and facilitate appropriate and positive student behaviour and social interactions, guided by Safety and Behaviour Plans where applicable.
- Works in collaboration with the students' team to ensure learning occurs in the least restrictive environment and encourages/facilitates peer group interaction and participation in learning and other school activities.
- Educational Assistant provide additional student supervision for 20 minutes per day.
- Performs other duties as may be required or assigned by the School Administrator.



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Knowledge, Skills and Abilities:

- Excellent interpersonal skills to effectively and collaboratively work as part of a team and engage with a wide range of children with behavioural, cognitive and physical challenges.
- Ability to interact positively with students, staff and parents in a team environment.
- Excellent problem-solving skills to be responsive to students' needs.
- Written communication skills through documentation and record keeping, as well as clear and professional verbal interactions.
- Ability to be flexible with assignment duties based on student and school needs.
- Ability to manage confidential material and maintain staff and student privacy.

DEADLINE: Until Positions are filled

If you are interested in applying for this position at the High School, please submit a detailed resume along with 3 references to:

Email: Jason.desjarlais@pasquaeducation.com
Attention: Jason Desjarlais, High School Principal

While we appreciate all of those that are interested, we will only be contacting eligible applicants for an interview.

The Pasqua First Nation relies on the Saskatchewan Human Rights Code to give preference in employment for this position. Citizens of Pasqua First Nation are encouraged to apply.