



Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations Government

TEACHER ASSISTANT (TA) – Term Position

The KCFN Houpsitas Preschool/Kindergarten has an exciting, fun & rewarding opportunity for a **Teacher Assistant (TA)**! The TA will help the classroom teacher with an assortment of instructional & organizational tasks. The TA will help students learn material by tutoring and assisting them one-on-one. He or she will also help prepare supplies for lessons & set-up equipment. Outside of the classroom, the TA may be responsible for supervising students on school grounds/field trips.

Duties/Tasks/Responsibilities:

- Conducts oneself in a manner that supports a good learning environment
- Supports students through a trauma-informed lens
- Deals professionally & courteously with staff, students, parents, and the public
- Organizes & sets-up a variety of classroom materials & educational aids
- Supervises students in the classroom & outdoors
- Assists in preparation/production of instructional materials & modifications
- Carries-out instructional programs designed for students in a group or individually
- Participates in parent-teacher conferences and assists with parent communication on request
- Willing to work with students one-on-one when needed
- Assists with other duties as requested by the teacher(s) and/or administrator(s)
- Helps with field trips (ie lifting students in & out of the boat)

Qualifications:

- High School Diploma – preferred, but not required
- WHMIS, Violence & Harassment Awareness, First Aid, FoodSafe (or willing to obtain)
- Excellent communication, verbal, and written skills (trauma informed)
- Excellent interpersonal skills (ability to connect with others)
- High level of energy & patience
- Familiarity with Nuu chah nulth language, culture, practices, protocols
- High level of attention to confidentiality
- Able to lift heavy items (ie lift students in & out of the boat)

DATE POSTED: Feb 4/25

START DATE: Apr 2/25

STATUS: Term Position – Maternity Leave

CLOSING DATE & TIME: Open until filled

WAGE: \$21.00 per hour

TO APPLY: E-mail cover letter & resume to: *Dwayne Worthing, Chief Human Resources Officer*, at dwaynew@kcfirstnations.com citing “TA” in the subject heading of your e-mail.

In accordance with the Canadian Human Rights Act, preference may be given to Indigenous applicants. We thank all those who apply, however only those shortlisted will be contacted for interviews.

Dwayne Worthing, Chief Human Resources Officer
Human Resources Dept, 1250-C Ironwood Street, Campbell River, BC, V9W 6H5
www.kyuquotbc.ca

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