



**THE WHITE BEAR EDUCATION COMPLEX  
BOARD OF DIRECTORS  
Are seeking a individual  
with a strong commitment for  
First Nations Education to fill the  
position(s) of full-time  
EDUCATIONAL ASSISTANT  
for the remainder 2023-2024 school  
year.**

The Educational Assistant (Teacher Associate) is seen as role models of the community and must exemplify the positive qualifications of the profession. They are expected to be timely, appropriately dressed and have excellent communicating skills. An understanding of the First Nations languages, culture and tradition is considered a definite asset.

**A copy of your CPIC and Vulnerable Sector Check must be provided with your resume.**

1. The Educational Assistant shall work under the direction and guidance of the classroom teacher and under the general supervision of the Principal/Assistant Principal of the school.
2. The Principal/Assistant Principal shall assign the tasks and duties and the teachers to whom the teacher associate are responsible to and work for.
3. Duties that may be assigned to the Educational Assistant are:
  - i) Photocopying as instructed.
  - ii) Preparing teaching materials.
  - iii) Remedial work with students.
  - iv) Supervise assigned reading, play or other activities.
  - v) Assist with lunch programs.
  - vi) Assist in organizing school functions.
  - vii) Supervise playground activities.
  - viii) Assist with blackboard, bulletin board and classroom decorations.
  - ix) Correcting assignments as required.
  - x) Provide recess and noon-hour supervision.
  - xi) Assist at parent and staff meetings.
  - xii) Assist in maintaining the general tidiness of the classrooms.
  - xiii) Assist individual students with assignments.
  - xiv) Shall assume any other duties as may be assigned by the teacher and Principal/Assistant Principal.
  - xv) Participate in extra-curricular activities.
  - xvi) Attend workshops and training as directed by the Principal/Assistant Principal.
4. The Educational Assistant shall be willing to take direction from professional staff, and work with the children in a caring, understanding, and helpful, sensitive and pleasant manner.

**For more information please contact Principal Christopher Mantei at the email listed below or call (306) 577 4538. [cmantei@educationalliance.ca](mailto:cmantei@educationalliance.ca) or drop off your resume at the White Bear Administration office/Accounting or fax (306)577-2496, Attn: Leisa Grimes, Executive Secretary. The Education Complex thanks all interested individuals, but only those chosen for an interview will be contacted.**

**Deadline for applications is NOON on November 3<sup>rd</sup> , 2023.**