



**Exciting Career Opportunity**  
Aboriginal HeadStart Program  
**Educational Assistant**  
Closing Date: January 19<sup>th</sup>, 2024

**General Description:**

Under the supervision of the ASHOR Coordinator the Education Assistant (EA) will be responsible for providing academic and/or behavior support that respects the rights of the students at HeadStart. This position is also responsible for incorporating Mi'kmaq into the curriculum, while recognising the perspectives of all cultures, as well as teaching sensitivity pertaining to student individuality.

**Responsibilities:**

- Work with assigned classrooms to provide a successful experience for all students.
- Supervise students and provide educational support as directed by ASHOR Coordinator.
- Assist with small groups of students as well as medium to high needs students when requested.
- Act in a professional manner and develop a respectful relationship with staff and students.
- Share knowledge about the student(s) under their care with the ASHOR Coordinator.
- Use only discipline approaches approved and recommended by program Coordinator.
- Model appropriate problem solving, conflict resolution and ethical behaviors.
- Follow HeadStart and Legislated OH& S protocols including COVID-19 Procedures.
- Instructional time includes but is not limited to time in the classroom (indoor/outdoor/virtual) with the students, field trips and/or learning opportunities outside of the school building.
- Complete required professional development opportunities.
- Other duties as requested by supervisor.

**Qualifications and Education:**

- High school diploma or equivalent. Preference given to applicants with specific training in Early Childhood Education (ECE)
- Experience working with kids with Disabilities and/or experience within a Childcare Setting preferred.
- Have, or are willing to take, Standard First Aid and CPR-C as well as other ongoing related training.
- Physically able to manage dysregulated children who may be a flight risk and/or are unable to manage their physical responses.
- Proficient with email, Microsoft Office (Word, PowerPoint, Excel) with ability to learn new Software.
- Ability to communicate Effectively Orally and in writing.
- Knowledge of indigenous and/or Mi'kmaq communities/Organizations
- Must have Valid Drivers License & Reliable Vehicle with automobile insurance.



- Criminal records check and vulnerable sector check as required. Having a criminal record is not a determining factor.

### Benefits

This position comes with a variety of benefits including health, dental, disability and life insurances, an employee & family assistance program and employer pension plan. Starting salary based on qualifications.

Please apply with a resume, cover letter (applicants who self-identify as indigenous are to state their community ties in their cover letter) and criminal records check to:

Email: [employmentapplication@sipeknekatik.ca](mailto:employmentapplication@sipeknekatik.ca)

*Sipeknekatik is an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits. **Only those applicants who qualify for an interview will be contacted.***