

EMPLOYMENT OPPORTUNITY

Job Posting

Primary School Educational Assistant

**1 contract position (renewable opportunity yearly)
2017/2018 School Year**

Bear Island Educational Authority through Temagami First Nation (TFN) is seeking an Educational Assistant at the **Laura McKenzie Learning Centre (LMLC)**. The successful incumbent will start at the beginning of the 2017/2018 School Year and will end June 30, 2018 and will be expected to work with the Classroom Teacher(s) and the Native Language Teacher.

Requirements

- Must have Grade 12 OSSD; experience with working with children;
- Experience in a First Nation school is an asset;
- Ensure a healthy and safe learning environment for the children;
- Excellent verbal, written and communication skills;
- Must be proficient with the use of computers including Microsoft Office (Word, Excel, PowerPoint) and Internet usage, as well as any relevant educational software;
- Be able to provide a clean Criminal Reference Check and a clean Vulnerable Sector (VS) Check, including Pardoned Sex Offender Database (PSOD).

This position starts at \$17.50 an hour (30 hours per week) with an attractive Benefits and Pension Plan after six months.

A cover letter demonstrating your interest in this position, a current resume outlining your experience relating to the position along with copies of the following CRC, VS and PSOD checks as well as names and phone numbers of three references (one must be current or recent employer). A detailed posting is on our web site www.temagamifirstnation.ca

Application due: Friday August 18, 2017
Application to: John Hodgson
Temagami First Nation General Delivery
Bear Island, ON P0H 1C0
Email: hr@temagamifirstnation.ca
Fax: (705) 237-8959

Note: Preference in hiring will be given to qualified Temagami First Nation members and Bear Island residents. All applications received prior to the deadline will be screened for an interview. Only those applicants who will be granted an interview will be contacted.