Kee Tas Kee Now Tribal Council Education Authority

Library/Education Assistant

Walk with us on our journey towards Excellence in Indigenous Education. Kee Tas Kee Now Tribal Council Education Authority (KTCEA) serves six schools in five First Nation communities in Northern Alberta. KTCEA was created as a result of the vision of KTC leadership and Elders to provide a high quality, safe, and effective education system designed by Cree people to serve the needs of Cree students. Our programs and services reflect the unique Cree Language and Identity of the KTC Nations. Our diverse workforce provides education to students from Kindergarten through Gr. 12.

Position:	Library/Education Assistant	**Job ID #:**	CJS.2024.03
Employment Status:	Permanent, Full-time	**Closing Date:**	March 14, 2024
Location:	Clarence Jaycox School	**Annual Salary:**	$ 34,250.00

Job Description: Reporting to the School Principal, this position is responsible for performing school library support functions as well as providing classroom-based student instruction as prescribed by the School Principal and teaching staff

Qualifications:

- Knowledge of and experience in library administration
- Completion of training as an Educational Assistant with prior experience as an EA preferred. Equivalent combinations of education and experience will be considered
- Fluency in Cree an asset
- A demonstrated knowledge and understanding of First Nations culture, organizations, and communities
- Experience in land-based education environment an asset
- Strong interpersonal-skills
- Strong written and verbal communications skills
- Strong attention to detail and organizational abilities
- Proficiency in Google Suite, Word, Excel, PowerPoint and other applications as required by the role

Conditions of Employment: RCMP/Police Criminal Record Check and Intervention Record Check (formerly Child Welfare Check, CWIS) submitted prior to commencement of employment.

Benefits: We offer a comprehensive benefits program that includes health, dental, life insurance, disability, retirement savings and competitive time off provisions, as well as professional development opportunities

To Apply: Please submit a cover letter, resume with references via email to educationHR@ktcea.ca with the job I.D. **#CJS.2024.03** in the email subject line.

Visit ***ktcea.ca*** for more information.