Kee Tas Kee Now Tribal Council Education Authority

Inclusive 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:	Inclusive Education Assistant	**Job ID #:**	CLS.2024.01
Employment Status:	Permanent, Full-time	**Closing Date:**	March 14, 2024
Location:	Cadotte Lake School	**Annual Salary:**	$34,250.00

Job Description:

Reporting to the School Principal, the Inclusive Education Assistant is a member of the KTCEA learning team. This position works with teachers and students in support of KTCEA's inclusive education objectives including supporting students with one or more special needs as identified by teaching-staff. Some of this support is provided within the classroom, with other support provided on a one-on-one basis or small group setting, with the objective of maximizing student potential and independence

Qualifications:

- High School Diploma or equivalent. Completion in training as an Educational Assistant with prior experience in an inclusive education setting and supporting students with special needs an asset. Equivalent combinations of education and experience will be considered
- Knowledge of approaches and techniques to support students with special needs
- 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
- Ability to work collaboratively with parents and teachers to understand the special needs of students and how these can be accommodated within the school environment
- Strong organizational abilities
- Proficiency in Google Suites, Word, Excel, PowerPoint and other applications as required by the role
- The ability to lift up to 50 lbs. and the ability to respond immediately to student needs
- Training in First Aid and CPR preferred

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 benefit 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. **#CLS.2024.01** in the email subject line.

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