



Membertou

WELCOMING THE WORLD!

Employment Opportunity

Job Title: Teachers Aide
Department: Education
Reports To: Director of Education

Duties and Responsibilities

- Discuss assigned teaching area with classroom teacher to coordinate student support efforts.
- Assists students individually or in groups, with lesson assignments and reinforces learning concepts.
- Involved in the Afterschool Program for the School.
- Assist other staff members when required.
- Comply with Band Personnel Policy.
- Maintain positive relationships with Membertou's Internal and External Customers, ensuring transactions or information received on behalf of the Band and/or its members are kept confidential.
- Maintain and improve Membertou's Quality Management System as it relates to job related duties and/or department.
- Other department related duties as required by the Director and/or Principal.

Qualifications

- Diploma/Certificate in educational support worker program or teacher's aide;
- Excellent oral and written communication skills;
- Must have good organizational skills;
- Preference given to Aboriginal peoples in accordance with the Aboriginal Employment Preferences Policy of the Canadian Human Rights Commission.

Applications/Resumes can be submitted to:
Membertou Human Resources Department
Attention: Troy Paul
111 Membertou Street
Membertou, NS B1S2M9

Or via email to:
jobs@membertou.ca

DEADLINE FOR APPLICATIONS: October 8th, 2022 @ 4:30 PM AST.

Thank you for applying, however, only those selected for an interview will be contacted.