



# Membertou

WELCOMING THE WORLD!

## Employment Opportunity

**Job Title:** Substitute School Teacher  
**Department:** Education  
**Reports to:** Director of Education

Maupltuewey Kina'matno'kuom is seeking applicants for various teaching positions at the elementary/middle school level for the upcoming School Year.

### Duties and Responsibilities:

- Prepares course objectives and outline for course of study following curriculum guidelines or requirements of state and school.
- Lectures, demonstrates and uses audiovisual teaching aids to present subject matter to class.
- Prepares, administers, and corrects tests, and records results.
- Assigns lessons, corrects papers and hears oral presentations.
- Teaches rules of conduct.
- Maintains order in classroom and on playground.
- Counsels pupils when adjustment and academic problems arise.
- Discusses pupils' academic and behavioral attitudes and achievements with parents.
- Keeps attendance and grade records as required by the school.
- Coordinates class field trips.
- 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.

### Qualifications:

- Bachelor of Education
- Preference given to Aboriginal peoples in accordance with the Aboriginal Employment Preferences Policy of the Canadian Human Rights Commission.

Resumes can be submitted to:

Membertou Human Resources Department  
**Attention: Troy Paul**  
111 Membertou St.  
Membertou, NS B1S 2M9

Or via email to:

jobs@membertou.ca

**DEADLINE FOR APPLICATIONS:** October 8, 2021 @ 4:30 pm.