



Membertou

WELCOMING THE WORLD!

Employment Opportunity

Job Title: Educational Aide (Full- Time)
Department: Education
Reports To: Director of Education/Principal

Duties and Responsibilities:

- Discuss assigned teaching area with classroom teacher to coordinate student support efforts.
- Assist students individually or in groups with lesson assignments and reinforce 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 educational aide.
- Excellent oral and written communication skills.
- Must have good organizational skills.

Preference given to Indigenous Peoples in accordance with the Aboriginal Employment Preferences Policy of the Canadian Human Rights Commission.

Resumes with Cover letters and/or Applications can be submitted to:

Membertou Human Resources Department

Attention: Richard Stevens

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Membertou, NS B1S-2P5

Or via email to: jobs@membertou.ca

DEADLINE FOR APPLICATIONS: Friday, December 6th, 2024 @ 4:30pm AST

Thank you for your interest; however, only those selected for an interview will be contacted.

Membertou reserves the right to pause, extend or revoke this posting at any time without notice.