



Membertou

WELCOMING THE WORLD!

EMPLOYMENT OPPORTUNITY

Job Title: Educational Assistant (Full Time)
Department: Education
Reports To: Principal
Location: Maupeltuewey Kina'matno'kuom

About Membertou:

Membertou is a progressive and growing Mi'kmaw community rooted in culture, language, family, accountability, and community success. As one of the most recognized First Nation communities in Canada, Membertou continues to lead through innovation, education, economic development, and strong governance while remaining grounded in Mi'kmaw values and identity.

Position Summary:

Maupeltuewey Kina'matno'kuom is seeking a caring, dependable, and student-focused Educational Assistant to support students within the school.

This position requires someone who is patient, flexible, respectful, and committed to helping students feel safe, supported, and connected to their learning.

Key Responsibilities:

- Support students in the School/Learning Centre and classroom settings as directed by the Teachers and Principal.
- Assist students with academic work, organization, routines, transitions, and daily learning tasks.
- Provide one-on-one and small-group support to help students remain engaged and successful.
- Support students with social-emotional regulation, positive behavior, and relationship-building.
- Assist with implementing student support plans, accommodations, and strategies developed by teachers and student support staff.
- Help create a calm, welcoming, and respectful environment.
- Support inclusive, culturally responsive, trauma-informed, and restorative approaches with students.
- Communicate observations and student progress to the Teacher and appropriate school staff.
- Assist with documentation, preparation of learning materials, and daily routines.
- Always maintain confidentiality and professionalism.
- Work collaboratively with teachers, families, school staff, and outside supports where appropriate.
- Support a school environment that honors Mi'kmaq identity, language, culture, community, and ways of knowing.
- Perform other related duties as assigned by the Principal or Director of Education.
- Maintain and support Membertou's Quality Management System as it relates to job-related duties and departmental responsibilities.
- Perform other related duties as assigned by the Principal or Director of Education.

Qualifications & Requirements

- Experience working with children or youth in a school, childcare, community, or support setting.
- Experience supporting students with diverse learning, behavioral, emotional, or developmental needs.
- Strong interpersonal and communication skills.
- Patience, compassion, and the ability to build positive relationships with students.
- Ability to follow direction and work as part of a team.
- Good organization and documentation skills.
- An understanding of confidentiality, boundaries, and professional conduct.
- Willingness to participate in training and professional development.

Assets to have:

- Teacher Assistant, Educational Assistant, ECE, Child and Youth Care, Human Services, or related training.
- Experience working in a First Nation school or community setting.
- Knowledge of Mi'kmaq culture, language, community values, and ways of knowing.
- Experience supporting students with learning plans, behavior plans, or individualized support.
- Training in trauma-informed practice, restorative approaches, First Aid, non-violent crisis intervention, or related areas.

Required Checks:

- Criminal Record Check
- Vulnerable Sector Check
- Child Abuse Registry Check

Working Conditions:

The Educational Assistant will work in a school-based environment and may support students in the Learning Centre, classrooms, hallways, outdoor spaces, and other school areas. The role requires flexibility, teamwork, and the ability to respond calmly and respectfully to student needs throughout the school day.

Preference is given to Aboriginal peoples in accordance with the Aboriginal Employment Preferences of the Canadian Human Rights Commission.

To Apply: Submit your cover letter and résumé to:

Membertou Human Resources Department
Attention: Scott Thomas
47 Autwen Ma'sl Awti
Membertou, NS B1S-2P5

Or via E-mail to: jobs@membertou.ca

DEADLINE FOR APPLICATIONS: Wednesday, November 4th, 2026, at 4:30 PM AST.

Thank you for applying, 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.