



Employment Opportunity
TEACHER'S ASSISTANT
HUL'Q'UMI'NUM' PROGRAM
Reference No. QSL-QSE-TA-TERM-0522

PURPOSE: The purpose of the Teacher's Assistant - Hul'q'umi'num' Program position is to support delivering Hul'q'umi'num' language and cultural education to students in partnership with classroom teachers. This is a full-time term position scheduled to work 55-hours bi-weekly during the school calendar year and is required to primarily work at the school with minimal local travel required. A term renewal for this position is subject to funding.

RESPONSIBILITIES:

Provide Cultural Support To Teachers at the Schools

- Assist students experiencing difficulty in completing in-class assignments by providing further explanation and guidance on course curriculum
- Assist the classroom teacher in tracking individual student performance throughout the year
- Provide individual and group instruction on cultural subjects and Hul'q'umi'num language
- Maintain order and manage student behaviours in partnership with classroom teachers
- Ensure a safe learning environment for all students
- Demonstrate positive role model behaviours to students
- Perform administrative duties, such as photocopying, marking and recording assignments, and class demonstrations as related to the program
- Provide guidance for the integration of Cowichan culture, values and language in classroom activities
- Engage in professional development, school events / activities and staff meetings to improve student learning
- Demonstrate positive role model behaviors to students
- Attend team meetings and debrief with team members regarding any student issues that arise and upcoming program activities
- Other related duties

EDUCATION AND EXPERIENCE: *(please attach all required documents)*

- Grade 12 or equivalent is required
- Completion of a certificate or diploma program in Early Childhood Education, Child & Youth Care, Teaching Assistant or a related field is an asset; First Nations Language certificate/diploma is preferred
- 2 years' experience working with children in a classroom setting
- First Aid certificate and knowledge of CPR procedures is an asset
- Criminal Record Check with vulnerable sector is required
- Effective December 1, 2021: full vaccination against COVID-19 is required to be eligible for employment at Cowichan Tribes. **All individuals must show Proof of Vaccination as a mandatory condition of their employment**

SKILLS, KNOWLEDGE, AND ABILITIES:

- High level of fluency in the Hul'q'umi'num' language is an asset
- Well-developed knowledge and understanding of Cowichan culture, language and traditions
- Ability to deliver, prepare, implement and complete daily learning activities including Cowichan language, culture and traditions
- Ability to collect traditional materials and participate in Cowichan arts, craft and cultural activities
- Well-developed interpersonal, oral communication and teamwork skills
- Basic working knowledge of MS Office Suites
- Organizational skills

HOW TO APPLY: *Interested applicants are invited to submit a current resume, a detailed cover letter and three references. Applications must be sent to Human Resources via email before the deadline with the Reference Number in the subject line of your email.*

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Cowichan Tribes Human Resources Department

Email: resume@cowichantribes.com

Website: <http://www.cowichantribes.com/member-services/human-resources/employment-opportunities>

Deadline: 4:00 p.m. on Tuesday, May 31, 2022