



ADAMS LAKE INDIAN BAND JOB POSTING K-12 EDUCATION WORKER

Adams Lake Indian Band is seeking one fulltime K-12 Education Worker to work under the direction of the Education Manager. The K-12 Education Worker is responsible for administering the K-12 Elementary/Secondary Education for the Adams Lake Indian Band.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Performs all duties and responsibilities in accordance with Adams Lake Indian Band policies and procedures.
- Provides K-12 information and registration forms to Adams Lake Indian Band members.
- Conducts meetings with students to review school marks, attendance, and progress.
- Review's school or parent submission of fee requests.
- Prepares and submits cheque requisition for school fees and allowances to Education Coordinator for approval.
- Receives, confirms, and prepares Nominal Roles for INAC reporting.
- Liaises, communicates, and maintains good rapport with external agencies, including School District #73, #83 and Chief Atahm School, Teachers and Support Staff, First Nation Support Workers, First Nation Education Council, Parent Committees, Cultural Committees, childcare workers and parents.
- Maintains and ensures accurate files and records for all K-12 training and education activities.
- Provides information and options for parents and K-12 students about alternative education.
- Meets with parents to discuss student performance and student needs.
- Coordinate the provision of special needs to students, e.g. lunch program, tutoring, behavioural, etc.
- Assists in the development of educational plans for students.
- Participates on various committees e.g. First Nation Education Council, to address K-12 educational needs, concerns and programs.
- Assists in organizing and coordinating various events and ceremonies, e.g. Graduation and Career Fairs.
- Assists in the development of various programs, e.g. Summer Student Program, Reading N Recreation Program, etc.
- Collaborates with other departments to deliver services.
- Assists in the developing of program budgets and costs.
- Assists in researching and developing proposals for grant and funding opportunities.
- Develops, coordinates and schedules programs, events and services.
- Answers inquiries and provides information as required.
- Maintains the work area in a clean and professional manner.
- Performs other related duties as required.

QUALIFICATIONS, KNOWLEDGE, AND SKILLS

- Grade 12 education or equivalent
- Post secondary certification in Education, Counselling, and/or Community Service Workers Program preferred
- 1-2 years experience in a similar position, preferred.
- Experience in a First Nations environment,
- Good verbal and written communication skills
- Good interpersonal and rapport building skills.
- Diplomacy, tact and confidentiality in dealing with a variety of people.
- Possess strong computer skills using MS Office software.
- Reliability, dependability and flexibility are a must to adapt to changing work priorities
- Ability to work in a team orientated environment.

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SUPERVISORY RESPONSIBILITIES

Provides supervision and care of children at the school.

PHYSICAL DEMANDS

Those normally associated with a typical office environment. Continuous visual concentration on computer/laptop and/or calculator.

WORKING CONDITIONS

Most of the work is performed in a typical office environment. Some travel to schools.

EQUIPMENT AND SOFTWARE

Office – Microsoft Word, Excel, and Outlook

OTHER REQUIREMENTS

Valid Class 5 BC Driver's License

BONE FIDE JOB REQUIREMENTS

Current Criminal Record Check with vulnerable sector clearance, with results acceptable to ALIB.

TERMS OF EMPLOYMENT:

Full time Permanent Position

Wage range: \$18.50 - \$28.43 per hour

Hours per week: 75 hours biweekly (max 37.5 hrs./week)

WHY US?

We offer a comprehensive benefits package, including a defined contribution pension scheme, health, vision, and dental coverage, LTD, AD&D, and life insurance and an employee assistance program. In addition to a starting vacation entitlement of two weeks we typically provide a two-week paid winter break and provide paid sick/personal days in addition to Statutory or Designated holidays.

Competition closes January 5, 2025 at midnight, Pacific Time.

All interested candidates are asked to submit a detailed cover letter and resume with references to: <https://workforcenow.adp.com/recruitment/alib>

Preference may be given to qualified ALIB band members and individuals who self-identify as First Nation, Inuit, or Indigenous ancestry. All applicants must be legally entitled to work in Canada. If you have any questions about the position, difficulties applying, or require an accommodation during the selection process, which is available upon request, please contact us either via telephone at: 250-679-2214 or email: human-resources@alib.ca

Although we acknowledge all those interested in the position, only those candidates selected for an interview will be contacted.