Kee Tas Kee Now Tribal Council Education Authority

INCLUSIVE EDUCATION ASSISTANT

Walk with us on our journey towards Excellence in Indigenous Education. Kee Tas Kee Now Tribal Council Education Authority (KTCEA) serves six schools in five First Nation communities in Northern Alberta. KTCEA was created as a result of the vision of KTC leadership and Elders to provide a high quality, safe, and effective education system designed by Cree people to serve the needs of Cree students. Our programs and services reflect the unique Cree Language and Identity of the KTC Nations. Our diverse workforce provides education to students from Kindergarten through Grade 12

Position:	Inclusive Education Assistant	**Job ID #:**	**LBS.2025.07**
Employment Status:	Permanent, Full-time	**Closing Date:**	September 5, 2025
Location:	Little Buffalo School	**Annual Salary:**	$ 34,250.00 - 39,950.00 (pending education)
Job Description:	Reporting to the School Principal, this position works with teachers to support of KTCEA's inclusive education objectives, including supporting students with one or more special needs. Some of this support is provided within the classroom, with other support provided on a one-on-one basis or small group setting, with the objective of maximizing student potential and independence		
Qualifications:	• High School Diploma or equivalent. Completion of training as an Educational Assistant with prior experience in an inclusive education setting supporting students with special needs an asset. Equivalent combinations of education and experience will be considered • Knowledge of approaches and techniques to support students with special needs • Understanding of available community programs to support individuals with special needs • Fluency in Cree an asset • Knowledge and understanding of First Nations culture, organizations, and communities • Experience in land-based education environment an asset • Strong organizational, interpersonal and written and verbal communications skills • Ability to work collaboratively with parents and teachers to understand the needs of students and how these can be accommodated within a school environment • The ability to lift up to 50 lbs. and the ability to respond immediately to student needs • Proficiency in Google Suite, Word, Excel, PowerPoint and other required applications • Training in First Aid and CPR preferred		
Conditions of Employment:	RCMP/Police Criminal Record Check with Vulnerable Sector and Child Welfare Intervention Record Check (formerly Child Welfare Check, CWIS) submitted prior to commencement of employment		
Benefits:	We offer a comprehensive benefits program that includes health, dental, life insurance, disability, retirement savings and competitive time off provisions, as well as professional development opportunities		
To Apply:	Please submit a cover letter, resume with references via email to educationHR@ktcea.ca with the **Job ID #: LBS.2025.07** in the email subject line		

Visit ***ktcea.ca*** for more information