

## **Kee Tas Kee Now Tribal Council Education Authority**

## **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 Gr 12.

Position:	Education Assistant	Job ID #:	KS.2025.05
Employment Status:	Permanent, Full-time	Closing Date:	September 5, 2025
Location:	Kateri School	Annual Salary:	\$ 34,250.00 - 39,950.00 (pending education)
Job Description:	Reporting to the School Principal, this position is responsible for supporting classroom-based student instruction as prescribed by the School Principal and teaching staff		
Qualifications:	<ul> <li>Completion in training as an Educational Assistant with prior experience as an EA preferred. Equivalent combinations of education and experience will be considered</li> <li>Knowledge of the subject areas being supported</li> <li>Fluency in Cree an asset</li> <li>A demonstrated knowledge and understanding of First Nations culture, organizations, and communities</li> <li>Experience in land-based education environment an asset</li> <li>Strong interpersonal skills</li> <li>Strong written and verbal communications skills</li> <li>Strong organizational abilities</li> <li>Proficiency in Google Suite, Word, Excel, PowerPoint and other applications as required by the role</li> </ul>		
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 <b>Job ID #: KS.2025.05</b> in the email subject line		

Visit ktcea.ca for more information