Kee Tas Kee Now Tribal Council Education Authority

EDUCATION ASSISTANT (TERM)

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.2025.06**
Employment Status:	Term Position to August 2026	**Closing Date:**	October 17, 2025
Location:	Kateri School	**Annual Salary:**	$34,250.00 - $39,950.00

Job Description:

Reporting to the School Principal, this position is responsible for supporting classroom-based instruction as prescribed by the Principal and teaching staff. In addition, the incumbent performs all required custodial duties to ensure the maintenance of clean and hygienic school facilities

Qualifications:

- Previous experience as an Education Assistant preferred, with knowledge of the subject areas being supported an asset
- Strong interpersonal skills
- Previous experience as a Custodian preferred
- Fluency in Cree an asset
- Knowledge and understanding of First Nations culture, organizations, and communities
- Knowledge of the use of custodial products and equipment
- WHMIS training and an understanding of the hazards of products used in the performance of his/her duties
- First Aid and CPR certification
- Ability to establish and maintain positive staff and student relations
- Ability to meet the required physical demands of standing, reaching, walking and lifting heavy objects
- Ability to operate medium-weight cleaning equipment and work at height from ladders when required
- Proficiency in Google Suite, Word, Excel PowerPoint and other applications as required by the role
- Ability to work on his/her own without direct supervision

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 #: KS.2025.06** in the email subject line.

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