



OLD MASSETT VILLAGE COUNCIL



Chief Matthews School

JOB POSTING

POSITION	Education Support Worker, K/4 classroom
NUMBER OF POSITIONS AVAILABLE	1 position
REPORTS TO	Principal
JOB TYPE	Full-Time Temporary Position ending June 25, 2027
HOURLY RATE	\$34.39/hour

ABOUT CHIEF MATTHEWS SCHOOL

At Chief Matthews School, we are committed to a student-centred approach including personalized learning, Xaad Kil and traditional teachings, while strengthening relationships with the community. To inspire and nurture respect for self, others, and the environment. To empower students with a sense of belonging through celebrating students' personal, cultural, and academic growth, while continuing the journey of language and cultural revitalization.

We balance high expectations academically through the BC Curriculum with our Traditional Haida teachings. Our school is a K/4 to Grade 6 in Old Massett and we serve both Old Massett and neighbouring Massett communities.

As a strong group of approximately 25 staff members consisting of teachers, Education Assistants, Administration, and other support staff, we collaborate to create a thriving school community and ensure our students' success.

WE OFFER

We are pleased to provide:

- 30 hours per week in a workplace that is engaging, dynamic and fun (limited additional hours may be required based on school needs)
- Professional development opportunities offered locally and with First Nations Education Steering Committee

ABOUT THE OPPORTUNITY

The K/4 Classroom support worker provides assistance to the K/4 classroom teacher inside and outside the classroom. Adopting a team approach to working within a collaborative environment, this position supports students in the development of strategies to achieve academic, behavioural, cultural, and social goals in an inclusive learning environment.

SELECT DUTIES & RESPONSIBILITIES

- Will work under the direction of the ECE instructor and will perform tasks as assigned by the teacher. Such tasks may include the following:
 - Supervision of student during whole class, small group and one-on-one learning times.



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- Assisting in student learning activities as directed by teachers.
- Assisting teacher in the preparation of learning materials.
- Assisting individual students needing toileting support
- Organization and re-organization of the classroom as directed by the teacher. (e.g. putting up or taking down displays, tidying up classroom after student activities)
- Accompanying students on field trips
- Maintain consistent hours of work
- Will place supervision of the children ahead of any other priority; will not leave students unsupervised for any reason, when students have been left in their care
- Will be encouraged to take courses or workshops for their professional development
- Will ensure they inform principal that a substitute is needed to replace them in the event of their absence.
- The OMVC Personnel policies will apply
- Expected not to use phones for calls or texting during work hours.

EDUCATION, EXPERIENCE and SKILLS

- Grade 12 diploma or equivalent
- Preference for Early Childhood Education Certificate, but may accept an equivalent combination of training and experience
- Training and experience in assisting in a classroom environment; including applying behaviour management strategies
- Effectively treats students in a respectful, responsible, and fair manner with consideration to the students' social and psychological development
- Excellent problem solving and decision making abilities
- Excellent communication and interpersonal skills
- Excellent organizational and time management skills
- Must be reliable, flexible and adaptable
- Ability to maintain a high level of ethical behaviour and confidentiality when dealing with students, peers and community
- Knowledge of Haida culture an asset
- Training in Level 1 First Aid or better, or the willingness to obtain certification
- Willingness to work on a variety of school projects that contribute to the professional and cultural goals of the school
- Must successfully pass a Vulnerable Sector Criminal Record Check

WORKING CONDITIONS/PHYSICAL DEMANDS

- Fast-paced learning environment with regular interruptions
- Work environment is typically high-energy, loud and busy
- Regularly required to stand, walk and sit
- Frequently lift and move office supplies and equipment



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HOW TO APPLY

Are you interested in bringing your skills and experience to support a dynamic learning environment?

Please submit your resume with cover letter and 3 references to Mike Hart at admin@chiefmatthews.com. Position open until filled.

Pursuant to Section 41 of the BC Human Rights Code, preference may be given to qualified applicants of Aboriginal ancestry.

We sincerely thank all applicants for their interest in a role with Chief Matthews School. Only applicants who are selected for an interview will be contacted.