

- Manages, in consultation with the Principal, the school's Aboriginal Education Budget.
- Assists with Halq'emeylem language learning in the school.
- Assists with Work Experience, Career Education and Apprenticeship opportunities for students.
- Performs other teacher assistant related duties or emergent duties.

### **Equipment Used**

Photocopier, audio and video equipment, computer and other classroom related equipment.

### **Required Knowledge, Ability, Skills**

- High School diploma plus a post-secondary human services program of over six (6) months and up to and including one (1) year.
- Six months experience working with children.
- Completion of a Conflict Resolution course, or demonstrated relevant experience.
- Valid Class 5 driver's licence.
- Knowledge of Aboriginal culture and heritage and interest in the Halq'emeylem language.
- Working knowledge of computer technology and educational software.
- Ability to extend and model patience, care, tolerance, understanding and a healthy life style.
- Ability to work with Aboriginal students.
- Ability to communicate effectively, both verbally and in writing.
- Ability to perform individually and as part of a team.
- Ability to use courtesy and tact in obtaining and /or handing out information in contacts with community professionals, public, parents, staff and students and in dealing with difficult and sensitive situations to gain the co-operation of others.
- Ability to plan, schedule and organize workload effectively.
- Ability to assess potential risk in home visitation situations and respond appropriately.
- Able to perform basic bookkeeping tasks.
- Ability to respond to violent behaviour.
- Ability to work with students who have Special Needs.
- Knowledge of health and safety procedures, including Workplace Hazardous Materials (WHMIS).

Originated: June 21, 1994  
 Teacher Assistant – First Nations  
 Revised: January 5, 2006  
 Aboriginal Teacher Assistant  
 Revised: September 1, 2007  
 Revised: May 9, 2014  
 Aboriginal Education Assistant