**The Position**

Under the general supervision of the ETAPS Manager, responsible for the learning component of Sechelt Indian Band (Shíshálh Nation) (“Nation”) Programs and Services. They will provide a range of services for student and assistance with educational programs. Accountable to the ETAPS Manager, the position works with other staff and agencies, both within the Nation and outside the community, to develop and implement holistic learning & educational programs. The position is responsible for assisting in the creation of effective and innovative learning programs for youth and adults.

**Duties and Responsibilities**

* Assists students, individually and in small groups, with learning activities and/or independent study projects.
* Supports learning and skill development activities in and outside of the classroom.
* Observes and documents learner strengths, achievements and needs through daily learning assistance. Provides information to the instructors, ETAP Team and Convenor via formal/informal communications.
* Operates or assists students in the operation of personal computers and other specialized instructional equipment/technology.
* Participates in meetings, planning and liaison with instructors, ETAPS Team and Convener.
* Provide scheduled individual appointments with students who require one on one support.
* Liaise and collaborate with the kálax-ay team and North Vancouver supports as needed.
* Assists in implementation of instructional programs for designated students by monitoring, observing, recording, and reporting on behavioral, learning and personal patterns.
* Assists students, individually and in small groups, with learning activities and/or independent study projects.
* Prepares classroom and plans activities by gathering resources, including organizing and participating in field trips.
* Operates or assists students in the operation of personal computers and other specialized instructional equipment/technology.
* Participates in meetings, planning and liaison with instructors, ETAPS team and kalax-ay Capilano University staff
* Assist in in-classroom and land-based learning for students on an as needed basis.
* Liaise with employer contacts outside the organization and with other departments within the organization to support work placement opportunities
* Other duties as assigned.

**The Candidate**

* Minimum bachelor’s degree preferred or diploma, combination of skills and training.
* An equivalent combination of education, training and experience will be considered.
* Excellent leadership, interpersonal and communication skills verbal and written.
* Demonstrated ability to establish and maintain respect for and from students.
* Minimum of two years working in or in a supporting role in an educational setting.
* Strong interpersonal and problem-solving skills.
* A valid drivers’ license and access to a reliable vehicle.

**A full job description is available upon request. If you are interested in the position, send your cover letter and résumé to Shree Comar HR Generalist at:** [**scomar@shishalh.com**](mailto:scomar@shishalh.com)

Preference will be given to qualified shíshálh Nation members, community members, and other First Nations, Inuit and Métis. We sincerely thank all applicants for their interest in the position, however only qualified applicants will be contacted for an interview.