



Siksika Board of Education

P.O. Box 1099

Siksika, AB T0J 3W0

Telephone: (403)734-4028 Fax: (403)734-2505 Toll Free: 1-855-570-2685

Website: www.siksikaed.com



The Siksika Board of Education school system is seeking the following for the 2022-2023 school year.

Part time Non-certified Teachers

Part Time Custodians

Part time Educational Assistants

Certified Teachers (part-time)

Interested individuals please email an application or mail the following information:

Cover letter

Resume

Three (3) References

Child Intervention Check

Current Criminal Check including Vulnerable Sector

Copy of Alberta Teaching Certificate

Email or mail application to :

Siksika Board of Education

P.O. Box 1099

Siksika, AB. T0J 3W0

Attention: Roberta Olds , H.R. Coordinator

Email oldsr@siksikaboardofeducation.com

Phone 403-734-4026

. Only those contacted will be interviewed

EMPLOYMENT OPPORTUNITY

DIVISION: SIKSIKA BOARD OF EDUCATION DEPARTMENT: SIKSIKA EDUCATION

DATE POSTED: September 12, 2022
PRESCREENING: September 27, 2022

DEADLINE: September 23, 2022
INTERVIEW DATE: September 29, 2022

POSITION TITLE: EDUCATIONAL ASSISTANTS (EA)

SALARY: Based on EA Salary Grid

PARTTIME: Contract Basis

DUTIES:

(Duties may include but are not limited to the following)

- Under the direction of the Principal, Lead Teacher and provide support within the classroom by performing duties as requested by the Lead Teacher.
- Supervise school activities.
- Participate in school curricular.
- Must be prompt, punctual and dependable.
- Perform other duties as required by the Principal and Lead Teacher.
- Attend staff meetings and assist in achieving the goals, standards and objectives of the Siksika Board of Education.

QUALIFICATIONS:

(REQUIREMENTS, EDUCATION AND EXPERIENCE)

- Successful completion of Grade 12 Diploma
- Teacher Aide courses/ECS certificate an asset. Any combination of education and experience may be considered.
- Must be willing to work in a team approach with all educational personnel.
- Be able to communicate with parents and other community members.
- Be active in community activities and be a good role model within the community and the school maintain Technology inventory.
- Must have current Criminal and Intervention Child Welfare Record Check
- Computer literate and experience

OTHER FACTORS:

- Must be familiar with the Siksika Language, Culture and History.
- Must have current Criminal and Intervention Child Welfare Record checks as mandated by Alberta Education. (prior to Interview)

PLEASE SUBMIT RESUMES TO THE SIKSIKA BOARD OF EDUCATION OFFICE

CALL or Email to Roberta Olds, Human Resource Coordinator at oldsr@sboe.ca

(403) 734-4028 FOR MORE INFORMATION

EMPLOYMENT OPPORTUNITY

DIVISION: SIKSIKA BOARD OF EDUCATION DEPARTMENT: SIKSIKA EDUCATION

DATE POSTED: September 9, 2022

DEADLINE: September 23, 2022

PRESCREENING: September 26, 2022

INTERVIEW DATE: September 28, 2022

POSITION TITLE: ADMINISTRATIVE ASSISTANT

SALARY: Based on Salary Grid

FULLTIME: Contract Basis

DUTIES: (Duties may include but are not limited to the following).

- Works/assist the Director of Student Services
- Implementation and management of confidential education digital student documents.
- Assist with Project Management to include and organize Professional Development and training.
- Organize S.B.E. events and conferences.
- Train staff on basic network and software programs.
- Management of Special Education equipment, inventory and files.
- Other duties as assigned by Superintendent and other S.B.E. administration.
- Generate statistical data.

QUALIFICATIONS: (Requirements, Education and Experience)

- Successful completion of Grade 12 or equivalent.
- Minimum 2 year practical secretarial experience preferred.
- Mature, self-motivated individual who can work with minimal supervision, have strong communication skills and public relation skills.
- Should possess interpersonal skills and the ability to reason across cultural boundaries.
- Proficiency with M.S, Office Suite, Excel, Powerpoint and I.T. support
- PASI and Powerschool experience
- Internet web research skills

OTHER FACTORS: (Culture/Language and Involvement)

- Ability to speak, understand the Siksika language desirable and must be proficient in English language.
- Must have Criminal and Children's Services check prior to interview.

**PLEASE SUBMIT RESUMES
C/O ROBERTA OLDS OR EMAIL oldsr@sboe.ca
(403) 734-4028 FOR MORE INFORMATION**