

Job Title: 'Na Aksa Gyilak'yoo School
Administrative Assistant (Maternity Leave)

Term: 15 Month Contract
Start Date: June 15, 2018

Posted: May 14, 2018
Application Deadline: **May 27, 2018 (4pm PST)**



'Na Aksa Gyilak'yoo School (NAGK) is seeking to fill a challenging, but rewarding, administration assistant position (maternity leave).

'Na Aksa Gyilak'yoo School is certified and accredited by both the BC Ministry of Education and the First Nations School Association. It is conveniently located 5km west of Terrace, BC on Hwy. 16. Our school is situated at the confluence of the Skeena and Kalum Rivers in the beautiful community of Kitsumkalum. The local Tsimshian territory plays a vital role in our dynamic educational environment to best serve the needs of the students and families who attend. NAGK education focuses on collaboration and co-planning to effectively differentiate in a project-based, experiential learning program. The Tsimshian language (Sm'algyax) is foundational throughout our instructional program and is strongly supported by the community and its leadership.

Key Requirements:

- Current Criminal Record Check
- Valid Class 5 BC Driver's License
- Willingness to obtain Class 2 BC Driver's License
- Experience working collaboratively in a challenging K-12 School environment
- Ability to provide excellent office administration to school staff, educational programs and school board
- Ability to provide support in data systems, finance and Special Education
- Flexibility with schedule
- Desire to work interdependently within a dynamic environment
- Proficient skills in communication, technology, confidentiality and event organization
- Ability to work in a culturally responsive environment
- Exceptional communication, both written and spoken English
- Willingness to participate in community and cultural activities
- Willingness to speak, read and write Tsimshian Sm'algyax

Interested individuals who are looking to grow personally and professionally within this challenging learning environment, using research-based best practices, and collegial support should apply without hesitation. Please submit **(via email)** your cover letter, resume, classroom observation/evaluation, along with copies of credentials. If you require another method of submission please call the number below.

Only short-listed applicants will be called for an interview by the end of the business day on June 1, 2018. All documents submitted for consideration of this posting will be shredded by March 31, 2019.

Attention: Colleen Austin, 'Wii Goot, Principal
Email: **kalumteacher@gmail.com**

**APPLICANT'S DECLARATION AND AGREEMENT
RE: JOB POSTING MAY 2018**



1. I declare that all of the information I have given in this application, and in my résumé and any other attachments are complete and true in every respect. I understand that if any of this information is found to be untrue or incomplete, or if I fail to respond completely and truthfully to any questions asked, my application may be rejected, or in the event that my application is successful, my employment may be terminated.

2. As a condition of application and possible employment, I authorize 'Na Aksa Gyilak'yoo School, Kitsumkalum, BC, on behalf of _____ (applicant's name) to contact any references, schools, associations past or present employers named in this application form, or in my résumé and any other attachments including Social Media sites, for the purposes of
 - (1) Verifying my qualifications and the other information in these documents,
 - (2) Assessing my past work performance, and
 - (3) Determining my suitability for employment.

This information will be used by the search team and the interview committee. The material will be securely stored with all application materials for a period of one year.

3. I understand that all references will be received in confidence by 'Na Aksa Gyilak'yoo School, Kitsumkalum, BC and will not be released to me without the referees' consent.

4. I also understand that any offer of employment is conditional on my providing a complete criminal record search pursuant to BC's Criminal Records Review Act and a satisfactory review of the results to the 'Na Aksa Gyilak'yoo School Principal or designate.

Signature of Applicant: _____

Print Name: _____

Date: _____

Please scan and email completed form to Colleen Austin, 'Na Aksa Gyilak'yoo School Principal, at kalumteacher@gmail.com

Confidential