‘NA AKSA GYILAK’YOO SCHOOL

3515 Kalum Quarry Access Road, Terrace, BC V8G0C8
T: (250) 615-2844 | F: (250) 615-2833
www.nagkschool.ca

Job Title: Educational Assistant (Intermediate/Senior)
Location: 'Na Aksa Gyilak'yoo School – Kitsumkalum, BC
Closing Date: July 17th, 2026
Reports To: Principal

Position Overview

'Na Aksa Gyilak'yoo School is seeking a dedicated and student-centered Educational Assistant to support learners in our intermediate and senior classrooms. Our school is committed to creating an inclusive, respectful, and supportive environment where all students can succeed academically, socially, and emotionally. We value trauma-informed practices and honour Indigenous perspectives in our approach to learning and student support.

Key Responsibilities

- Support students with diverse learning needs in the classroom under the direction of the teacher
- Assist with the implementation of Individual Education Plans (IEPs) and behaviour support plans
- Provide one-on-one and small-group support for academic tasks, organization, and skill development
- Foster student independence, self-regulation, and positive social interactions
- Apply trauma-informed practices to create a safe, predictable, and supportive learning environment
- Support students with social-emotional needs using proactive and responsive strategies
- Assist with supervision during class, transitions, and non-instructional times as needed
- Collaborate with teachers, counsellors, and support staff to ensure consistent support for students
- Maintain confidentiality and accurate documentation where required

Qualifications

- Completion of an Educational Assistant program or related post-secondary education
- Experience working with intermediate and/or secondary-aged students
- Experience supporting students with diverse needs (e.g., learning disabilities, autism, behavioural needs)
- Training or experience in trauma-informed practice
- Familiarity with Indigenous perspectives in education and a commitment to ongoing learning

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Skills & Attributes:

- Strong interpersonal and communication skills
- Patience, empathy, and a positive, flexible approach
- Ability to build respectful relationships with students and staff
- Strong organizational skills and attention to detail
- Ability to work collaboratively as part of a team
- Ability to take direction and implement teacher-directed learning supports

Application Process
Please submit your resume, cover letter, and references to:
Jaclyn Robinson, Principal
Email: principal@nagkschool.ca
Phone: (250) 615-2844