WHITECAP DAKOTA NATION

EMPLOYMENT OPPORTUNITY: CHARLES RED HAWK EDUCATIONAL ASSISTANT

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CHARLES RED HAWK EDUCATIONAL ASSISTANT
EDUCATION DEPARTMENT

Status:	Type (Full-Time/Term)
Location:	Whitecap Dakota Nation (In Person)
Hours of Work:	8:00 AM - 4:30 PM
Total Hours:	37.5 hours per week
Salary Range:	Competitive
Closing Date:	December 8, 2026

ABOUT US
We are a modern and progressive Nation located 26 km south of Saskatoon. The Whitecap Dakota Nation (WDN) is a thriving community focused on growth, innovation, and cultural preservation. You can Learn more at www.whitecapdakota.com

POSITION OVERVIEW
WDN is seeking a talented and motivated Educational Assistant to join our dynamic team. This role offers an opportunity to support the student learning and well-being by assisting teachers in the delivery of educational programming and student supports. They work collaboratively with teachers, students, families, and support staff to promote student success and create a safe, respectful, and inclusive learning environment of Charles Red Hawk Elementary School (CRHES).

KEY DUTIES
The following duties **are not** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. In accordance with standards of WDN and reporting to the Principal of CRHES and the WDN Director of Education, the Employee will:

- Discuss classroom needs and receive direction from classroom teachers to coordinate
- instructional efforts daily and as required
- Prepare lesson materials, bulletin board displays, exhibits, equipment, and
- demonstrations;
- Present subject matter to students under the direction and guidance of teachers using
- lectures, discussions, or supervised role-playing methods;
- Tutor and assist children individually or in small groups to help them master
- assignments and reinforce learning concepts presented by teachers;
- Supervise students in the classroom, halls, cafeteria, school yards, Before and After
- School Program, gymnasium and on field trips;
- Provide extra assistance to students with special needs
- Support positive and respectful interactions with parents, caregivers, and community
- members.
- Participate in School events and family engagement activities as directed.
- Communicate professionally with students, families, and staff.

- Support relationships between the School and the Whitecap Dakota Nation
- community.
- Contribute to a welcoming and respectful School environment.
- Demonstrate respect for Dakota culture, customs, traditions, values, and protocols.
- Support culturally responsive educational practices in the classroom
- Participate in Dakota cultural learning opportunities and School-based activities.
- Foster a culturally safe and inclusive environment for students and families.
- Support School initiatives that strengthen students' understanding of Dakota identity,
- language, culture, and history.
- Adhere to all safety regulations, procedures, and safe work practices, including the
- successful completion of required Occupational Health & Safety (OH&S) training.
- Other related duties as assigned.

QUALIFICATIONS

- Good interpersonal and communication skills with energy and enthusiasm
- Genuine commitment towards helping children
- Sensitivity towards different cultures and ability levels of students
- Problem-solving skills and a strong sense of empathy
- Ability to work in chaotic situations and maintain patience while managing difficult children
- Ability and willingness to perform physical tasks if necessary
- Skills that help in the development and empowerment of individuals
- Knowledge of various theories of education and skills to meet different needs of learners
- Must possess and maintain a valid Saskatchewan driver's license and a reliable vehicle

WHO CAN APPLY

- High school diploma (Grade 12)
- Experience working with children or youth, particularly those with diverse learning, behavioural, or developmental needs
- Educational Assistant Certificate or Diploma
- Teacher Assistant Certificate

ADDITIONAL INFORMATION

Applicants should note that WDN does not currently participate in the Saskatchewan Immigrant Nominee Program (SINP) for this type of position and will not support a SINP job approval.

APPLICATION PROCESS

Submit a cover letter and resume by email to: employment@whitecapdakota.com

The successful candidate will be subject to an acceptable Criminal Record Check as a condition of employment.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.