



## CARCROSS/TAGISH FIRST NATION

# EMPLOYMENT OPPORTUNITY

**Job Title:** Aux Tutor/Education Assistant

**CLOSING DATE:** Until Filled

**DEPARTMENT:** Capacity

**STATUS:** Aux - On call (1-2 Year term)

**SALARY:** C/TFN Wage Scale Level 7 – 9 depending on education and experience

### **JOB SUMMARY**

Under the direct supervision of the Carcross/Tagish First Nation (C/TFN) Education Manager of Capacity Development and in cooperation with other staff, the Tutor is responsible for implementing individualized basic education course work and upgrading focusing on Math and English to increase academic achievement and employment readiness. The Tutor/Education Assistant will work closely with Yukon College to implement formal education plans.

### **QUALIFICATIONS**

- Adult Basic Education Teaching Certificate or Degree, or equivalent experience
- Experience tutoring and both students and adults.
- Able to plan, organize, and coordinate curriculum for elementary, secondary and post secondary students who are attending school, making career choices and exploring sustainable employment.

### **SPECIFIC SKILLS**

- Advanced level of computer proficiency, including word processing, spreadsheets and groupware systems.
- Excellent instruction of English and Math and proofreading skills.
- Good Interpersonal skills.
- Ability to complete weekly/monthly activity schedule(s).
- Able to develop and implement schedule for individual assessment and progress reports to increase academic goals.
- Ability to maintain accurate records, student's assessments, progress reports, attendance, background information, final reports pertaining to the education upgrading aspects of the program.
- Able to develop innovative assignments and approaches to learn.

### **CONDITION OF EMPLOYMENT**

- Willing to instruct students in Carcross, Tagish, Squanga and Whitehorse
- Is required to follow the C/TFN Policy and procedures Manual & Code of Ethics.
- Must submit a Vulnerable Sector, Criminal Record Check.
- Must have or be willing to obtain Standard first aid.
- Valid Driver's License – willingness to upgrade to Class 4 (if necessary).

An Auxiliary list will be established from this competition. No compensation will be given for moving costs and must be eligible to work in Canada.

**We thank all those who apply and advise that only those selected for further consideration will be contacted. Preference will be given to Carcross Tagish First Nation citizens on all competitions for C/TFN.**

Candidates applications/resumes should clearly demonstrate their related qualifications, since selection for further consideration will be based on the information provided. Job descriptions are available from the C/TFN Human Resource Department

**APPLICATIONS/RESUMES MUST BE RECEIVED BY 11:59PM ON THE CLOSING DATE.**

Please apply to:

Carcross/Tagish First Nation

Finance & HR Department

Box 130, Carcross, Yukon Y0B 1B0

Phone: (867) 821-4251 Ext 8213 or 8269 Fax: (867) 821-3903

Email: [humanresources@ctfn.ca](mailto:humanresources@ctfn.ca)