

<b>Job Title:</b>	Teacher on Call	<b>Job Category:</b>	Education
<b>Department/Group:</b>	Education	<b>Job Code/ Req#:</b>	6300
<b>Location:</b>	Cawston, BC	<b>Travel Required:</b>	Minimal
<b>Level/Salary Range:</b>	TBD depending on Credentials	<b>Position Type:</b>	On call
<b>HR Contact:</b>	Wendy Terbasket	<b>Date posted:</b>	November 3, 2021
<b>Will Train Applicant(s):</b>		<b>Posting Expires:</b>	When filled
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (250) 499-5538 or hr@lsib.net <b>Attention:</b> Wendy Terbasket		<b>Mail: Lower Similkameen Indian Band</b>  Attention: Wendy Terbasket Box 100 Keremeos, BC VOX 1N0	
<b>Job Description</b>			
<p><b>PROGRAM</b> The Ntamtqen snma?maya?tn School offers elementary grades (full time kindergarten to grade seven), with a vision of combining tradition with the tactics of modern education in order to provide our children with an encompassing future. We believe the union of Aboriginal tradition and academic excellence can live in one house in harmony for the betterment of all.</p> <p>The Lower Similkameen Indian Band recognizes the value placed on lifelong learning and will strive to incorporate a multi-generational approach as part of the learning.</p> <p><b>PURPOSE OF THE POSITION</b> To deliver holistic educational programs to students at LSIB's school within the context of mandated requirements.</p> <p><b>SUPERVISION RECEIVED</b> The Teacher operates under the direct supervision of the Education Team Lead.</p> <p><b>SUPERVISION EXERCISED</b> The Teacher does not supervise employees but may provide guidance and direction.</p> <p><b>DUTIES AND RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• Interacts with a wide variety of Band employees and students as well as stakeholders including parents, guardians, other community members and LSIB employees;</li> <li>• Delivers curriculum, programs, materials and instruction that follows the Ministry of Education Individual Resource Package (IRPs) learning outcomes while meeting the uniqueness and diverse needs of each student;</li> <li>• Observes and evaluates students' performance, behavior, social development, and physical health and makes recommendation for student assessments to the Team Lead.</li> <li>• Plans and conducts activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate;</li> <li>• Instructs students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations;</li> <li>• Participates in the IEPs process to develop individual education plans for each student with support from parents, principal and other team members;</li> <li>• Tracks activities, special visitors, field trips and other relevant information for reporting to parents and funding agencies;</li> </ul>			

- Liaises with Team Lead, school staff, parent/guardians to support student success;
- Enforces rules for behavior and procedures for maintaining order among the students for whom they are responsible and maintains effective discipline and a safe learning environment in the classroom, fieldtrips or other school-sponsored events;
- Ensures that service quality standards are maintained and consistently delivered in all areas of responsibility;
- Presents a professional, positive and helpful attitude at all times when interacting with students, families and co-workers;
- Promotes a safe work place; ensures that all established safety procedures are followed;
- Carries out other duties essential to the position as directed by the Team Lead.

#### **FINANCIAL RESPONSIBILITY**

The Teacher does not have financial responsibility.

#### **EDUCATION AND EXPERIENCE**

- Valid BC Professional Teaching Certificate and a member in good standing with the BC College of Teachers;
- Minimum 1 year experience teaching in an elementary school;
- Experience teaching in multi-graded classrooms an asset;
- Level 1 FoodSafe certificate;
- Valid standard first aid and CPR certificate;
- Valid BC Class 5 drivers licence with clean drivers abstract an asset;
- Clean criminal record check required.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Superior interpersonal and organizational skills and extremely detail-oriented;
- Advanced verbal and written communication skills;
- Ability to connect and build relationships with children in a positive way to encourage engagement and participation and have fun;
- Ability to provide, obtain or follow clear, concise and accurate information orally and in writing (including spelling, grammar, context and structure);
- Ability to support students, consult with parents, and work collaboratively with staff;
- Ability to integrate use of technology to support an effective learning environment; and interest in contributing to the professional community at the school and district level;
- Ability to establish and maintain respectful, cooperative and productive working relationships with a variety of individuals to complete work assignments;
- Ability to work independently with limited direction, set priorities, take initiative, and meet deadlines;
- Ability to effectively communicate and respond to requests or inquiries from LSIB staff and stakeholders;
- Ability to maintain strict confidentiality and to exercise sound judgment and discretion when dealing with sensitive issues;
- Ability to deal effectively and efficiently with occasionally aggressive or demanding individuals to provide or obtain information to clarify or resolve issues;
- Ability to following safe work procedures;
- Strong work ethic including the ability to take initiative; to attend work on a regular and consistent basis, and to demonstrate a collaborative approach to problem solving.

#### **COMMITTEES**

Professional learning communities.

#### **OTHER FACTORS**

##### **Culture/Language**

Respect for and working knowledge of the Syilx culture.

##### **Personal Attributes**

The Teacher maintains strict confidentiality in performing his/her duties and demonstrates the following personal attributes: Integrity, Respect, Trust, Honesty, Compassion, Accountability

## **WORKING CONDITIONS**

### **Physical Demands**

- Lifting (approximately 25 lbs);
- Bending or stooping;
- Extended periods of standing or walking;
- Potential for work in inclement weather conditions;
- Potential for conflict from students, families, the public or Band members;
- May be required to attend meetings and community events outside of normal office hours and may be required to travel out of town for meetings.

### **Tools/Equipment**

- Office tools and equipment such as computers, laptops, scanners, photocopiers, calculators, fax machines, telephone system, and sets-up audio-visual equipment for teaching purposes;
- Computer applications such as databases, electronic mail, spreadsheets, and word processing.

### **Time Management**

- Semester deadlines include student testing and preparing report cards;
- Occasionally encounters emergencies and potentially stressful situations.

## **COMPETENCIES**

### **Core Competencies**

Respect/Collaboration

Trust & Honesty/Building Trust

Compassion

Accountability/Taking Initiative

### **Education Focused Competencies**

Planning, Organizing and Co-ordinating

Conflict Management

Customer Service

Delivering Results (Productivity and Personal Growth)

Functional Knowledge and Skills

Teamwork and Co-operation

Communication (Written and Oral)

Technology

## **COMPETENCIES DEFINED**

### **CORE COMPETENCIES**

#### **Respect/Collaboration**

**RESPECT:** Treats all people with dignity, respect and fairness. Resolves interpersonal conflicts constructively. Shares time, energy and knowledge with others to ensure they can succeed.

**INCLUSIVENESS:** Demonstrates awareness and respect of cultural and individual values. Appreciates and leverages the strengths of others to accomplish goals, regardless of background. Listens to ideas from others, even when different from own. Is careful to ensure all sides are heard before reaching a conclusion.

#### **Trust & Honesty/Building Trust**

**HONEST:** Behaves and expresses oneself in an open and honest manner. Is consistent in word and actions. Tells the truth even when it is difficult. Shares information accurately, completely and appropriately.

**COMMITTED:** Follows through on assignments and commitments. Supports LSIB goals and initiatives. Adheres to all policies and procedures.

**Compassion** Genuinely cares about people; is concerned with their problems; is available and ready to help; demonstrates real empathy with the joys and pains of others.

**Accountability/Taking Initiative** Responds appropriately on own to improve outcomes, processes or measurements. Assumes responsibility and leadership when asked. Accomplishes goals independently, with little need for supervision. Takes ownership and accountability for own performance. Seeks out and/or accepts additional responsibilities in the context of the job. Identifies problems, obstacles or opportunities and takes appropriate action to address current or future problems or opportunities. Proactively doing things and not simply thinking about future actions.

#### **EDUCATION FOCUSED COMPETENCIES**

**Planning, Organizing and Co-ordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.

**Conflict Management** is the ability to develop working relationships that facilitate the prevention and/or resolution of conflicts within the organization.

**Customer Service** is the ability to anticipate and meet the needs of both internal and external customers. Delivers high-quality products and services; is committed to continuous improvement. Understanding and meeting the needs of clients (clients are individuals or groups who use the department's services).

**Delivering Results (Productivity and Personal Growth)** Strives to consistently achieve excellence in all tasks and goals. Maintains focus and perseveres in the face of obstacles. Uses time efficiently and responds quickly and constructively when confronted with challenges. Prioritizes tasks based on importance. Ensures job knowledge and skills are current and valuable. Receptive to feedback.

**Functional Knowledge and Skills** Demonstrates skills and knowledge relevant to one's own function or work group. Applies current best practices in discipline or specialty area. Stays aware of major developments in discipline or specialty area. Recognized by customers and team members for functional knowledge and skills.

**Teamwork and Co-operation** is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals.

**Communication (Written and Oral)** Provides regular, consistent, and meaningful information. Listens carefully to others and ensures message is understood. Ensures important matters are shared with all appropriate parties. Communicates in a clear and concise manner. Uses appropriate grammar, pronunciation and tone to enhance understanding. Demonstrates professionalism through body language, including eye-contact and posture. Tailors communication style to needs of the recipient.

**Technology** is the ability to accurately and thoroughly utilize office technology and to demonstrate practical knowledge of information management, email management and privacy protection issues

**\*\*LSIB would like to thank all applicants but only those who are short listed will be contacted\*\***