



White Bear Education Complex

01 Wabimasquah Road
White Bear 70, Saskatchewan
PO Box 968
Carlyle, Saskatchewan S0C 0R0



Employment Opportunity

Title: Education Assistant

Location: White Bear First Nations

Term: 2026-27

FTE: 1.0

Overview:

The White Bear Education Complex (WBEC) seeks an education assistant. WBEC is 13 km north of Carlyle, in the heart of beautiful Moose Mountain, near the majestic White Bear Lake. WBEC believes in maintaining a low student-to-teacher ratio (~6:1) and fostering a school climate guided by the 7 Grand Teachings - bravery, honesty, humility, love, respect, truth, and wisdom. WBEC's second-level services are provided by the Treaty Education Alliance (TEA).

WBEC provides excellent benefits and supports continued professional development opportunities for all staff. Candidates must model positive communication, professionalism, and respect. Knowledge of First Nations is an asset that includes culture, language, and traditions. This position provides support and assistance to all students.

Duties and Responsibilities:

Work as a member of the education team with the direction and guidance of the classroom teacher.

The Teacher Assistants/Educational Assistant:

- a) Is supervised by the principal/vice principal
- b) The primary role is to support student learning and development
- c) In addition, they may provide the following support:
 - Photocopying
 - Preparing teacher materials
 - Providing remedial work for students
 - Supervising assigned reading, play, or activities
 - Assisting with a lunch program
 - Assisting to organize school functions and events
 - Maintaining bulletin boards and blackboards
 - Correcting assignments
 - Supervising recess and lunch hour
 - Assisting at parent or staff meetings

- Assisting students with assignments
- Participating in extracurricular activities
- Attending workshops and training
- Responding to duties assigned by the teacher, principal, or vice principal

Skills and Qualifications:

The Candidate must possess the following skills:

- a) A desire to work with children
- b) Appreciation and respect for diversity
- c) A responsible, self-regulating individual who believes in quality work
- d) Ability to communicate openly with members of the educational team regarding lesson plans and student progress
- e) Ability to engage students in academic and life skills pursuits
- f) Must be willing and responsive to working as a team member
- g) Enthusiasm for the learning process
- h) Willingness and ability to work collaboratively in a team environment
- i) Willingness to aid in the delivery of program components developed by the classroom, Learning Resource Teacher, and/or Student Services teacher
- j) Willingness to complete individualized sessions in speech and language
Ability to maintain confidentiality is required.
- k) Completing courses, certificates, and diplomas in this area will be considered an asset.
- l) Preference will be given to candidates who have completed grade 12 and/or a teacher assistant program.
- m) Personal experience and/or knowledge and understanding of the First Nations' culture will be considered an asset.

Email a cover letter and résumé to:

Christopher Mantei, M.Ed., cmantei@educationalliance.ca or [here](#)

