



Sub office (Frenchman's Head)
P.O. Box 100, Hudson, Ontario P0V 1X0
Telephone: (807) 582-3503
Fax: (807) 582-3449

No. 28 (Kejick Bay)
General delivery, Lac Seul, Ontario P0V 2A0
Telephone: (807) 582-3211
Fax: (807) 582-3493

Sub office (Whitefish bay)
General delivery, Lac Seul, Ontario P0V 2A0
Telephone: (807) 582-3228
Fax: (807) 582-3839

EMPLOYMENT OPPORTUNITY

Teacher Assistant

Teacher assistants help classroom teachers by completing instructional and secretarial tasks, which allow teachers to spend more time preparing lessons and teaching the class. Using the teacher's lesson plans, teacher assistants help students learn material by tutoring and assisting them one-on-one. Additional classroom duties teacher assistants have are to help prepare supplies for lessons, set up equipment, and record grades. Outside of the classroom, teacher assistants may be responsible for supervising students on playground or in the cafeteria.

Position opens at Morris Thomas Memorial School in Whitefish Bay.

Duties and Responsibilities

- Conduct oneself in a manner appropriate for an individual employed by an education system that provides service to students.
- Deal professionally and courteously with staff, students, parents, and the public.
- Organize and file a variety of classroom materials and educational aids.
- Supervise students in the classroom, hallway, play, lunch, or rest area during school and outdoor trips.
- Assist in preparation/production of instructional materials and modifications.
- Carry out instructional programs designed for students in a group or individually.
- Participate in parent-teacher conferences and assist with parent communication on request.
- Assist with other duties as requested by the teacher(s) and/or administrator(s).

Qualifications:

- Minimum High School Diploma or at least one year experience in a related field.
- Must be certified and/ or willing to obtain with First Aid and CPR
- Excellent communication, verbal, and written skills.
- Excellent interpersonal skills.
- High level of energy.
- Culturally competent
- High level of attention to confidentiality.

Term: Full Time position
Salary: \$27.94/hour *based on qualifications and experience.
Hours: 8:30 a.m. – 4:30 p.m., 35hrs/week
Closing: October 28, 2025 before 4:30 pm.

Please submit a cover letter along with a resume, and written permission for LSFN People & Culture Department to contact two employment references, (most recent supervisors) must be provided. Applications can be mailed, faxed, emailed, or delivered to:	Lac Seul First Nation Frenchman's Head Band Office Attention: C/o PC Dept. P.O. Box 100 Hudson, ON. P0V 1X0 Fax #: (807) 582-3585 Email: resumes@lacseulfn.org
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Lac Seul First Nation requires Criminal Reference Checks for those offered positions. We thank all applicants, however, only those being offered an interview will be contacted.

Preferential Hiring Policy: Lac Seul First Nation band members will be given priority for hiring, followed by indigenous persons who are non-LSFN band members. Where there are no suitably qualified indigenous persons available for a position, the most suitably qualified non-indigenous candidate will be hired.