



PO Box 280 Kitwanga, BC 250 849 5330 ext. 115
email: elizabeth.williams@gitwangakeducation.ca

Gitwangak Education Society- JOB POSTING

WILP SI'WILAKSINXWHL SIMGIGYET ELEMENTARY SCHOOL

Job Title:	Language Assistant/Reception
Reports To:	Principal- Elizabeth Williams
Deadline to apply	January 5, 2026
Start Date	January 12, 2026

As a key member of the school's instructional team, the **Language assistant** and **receptionist** is primarily responsible for providing support to staff, students and education assistants and the daily operations of the school Grades 1-7.

Receptionist will:

Answer phones Monday to Friday while doing tasks for staff and school 8:30 a.m. -10:30 a.m.

Support teachers:

1. Supporting the Language program for developing any worksheets or curriculum
2. Support Teachers for any photocopying for lessons
3. Create a monthly newsletter for all programs
4. Take messages for teachers, and staff
5. Print time sheets and forward to the principal for signing
6. Ensure attendance is taken daily, using DRUMS (if you require training, we may get you on zoom)
7. Document all calls and incidences that may occur in the school.
8. Create staff folders and maintain all filing procedures
9. Create student folders with teachers and maintain all filing procedures

Language assistant: will ensure to the best of her/his ability work to support all staff, and that the school operation is in order in accordance with Gitwangak Education Policies and procedures for all language departments 10:30-4:30 p.m.

Work and be flexible and supportive to the program, while participating on the land activities, and with community.

Required Skills and Abilities:

- Experience in a school setting
- Excellent Independent, organizational and time management skills
- Creative, adventurous and a strong advocate for Gitksan Language and culture
- Commitment to high standards of professionalism and academic excellence, demonstration of this curriculum support
- Sensitivity and empathy; while working with staff, parents, and students
- Curiosity and desire to learn Gitksan
- Confidence to co-teach, with the Language instructor in alignment with Gitksan culture.
- Excellent work ethics
- Demonstrated ability to listen well and communicate effectively both orally and in writing with discretion, tact, courtesy, and professionalism.
- Ability to build strong relationships with students, staff, parents and the community.
- Ability to work effectively as part of a team and get along well with others.
- Ability to work independently with demonstrated initiative.
- Dependable and reliable, with great work ethics in a fast-paced environment
- Computer/ tech skills a definite asset for creating and developing work sheets/visuals

Hours of Work: Full-time, 40 hours per week. Hours are 8:30am to 4:30pm with paid 30-minute lunch break.

Wage: \$25 per hour, based on experience and certification in language and teaching. Wage is negotiable.

We encourage applications from Indigenous peoples (First Nations, Gitksan). **Qualified Indigenous applicants will be given preference** in accordance with our employment equity objectives.