



## Penelakut Tribe Education Department

PO Box 360  
Chemainus, B.C. V0R 1K0  
Ph. (250) 246-2321 Fax. (250) 246-2725  
[www.penelakut.ca](http://www.penelakut.ca)

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### Penelakut Tribe Employment Opportunity

**Position:** Hul'qumi'num Instructor

**Salary:** Commensurate with experience and the Penelakut Education Salary Grid

**Term:** Temporary full-time position

**Deadline for Applications:** **December 17<sup>th</sup>, 2020 at noon.**

Penelakut Tribe is seeking a full time, qualified Hul'qumi'num Teacher for the Penelakut Tribe Elementary School to provide classroom instruction to K to 7. We are looking for an outstanding, dedicated individual who is passionate about working with children, to create a flexible elementary grade program and a class environment favourable to learning and personal growth; to establish effective rapport with students; to motivate students to develop skills, attitudes and knowledge needed to provide a good foundation in accordance with each student's ability; to establish good relationships with parents and other staff members.

**Position Summary:** Duties are to instruct Hul'qumi'num at the Penelakut Island Elementary School and to assist the Hul'qumi'num curriculum team in creating and organizing curriculum. Integrate Hul'qumi'num into regular classroom instruction. This position will organize Covid 19 appropriate activities.

### Specific Responsibilities & Duties:

- Assist with the development of the Hul'qumi'num curriculum from K to 7
- Maintain up to date student records as required by Penelakut Tribe Education Department
- Teach Hul'qumi'num as assigned
- Develop appropriate Hul'qumi'num materials for land based activities and classroom instruction
- Assist classroom teachers with integration of Hul'qumi'num Language and Culture into their instruction
- Prepare daily, monthly and yearly teaching plans
- Assist in developing assessments/evaluation strategies for each grade with other staff and programs
- Set high goals and objectives for each student and class
- Participate as a member of the school's supervisory and extra-curricular teams
- Inform the Principal and Parents of any extraordinary situations pertaining to a student
- Report formally to parents to a minimum of three times a year and supply parents with at least two more informal reports
- Attend meetings as required
- Inform the Principal or designate immediately of any safety concerns, especially potentially hazardous or unhealthy equipment or situation in the school or on the playground
- Make full use of community resources to supplement regular Hul'qumi'num classes

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- Adhere to all Penelakut Tribe Board of Education Policies and directives
- Participate on school based teams and committees as required
- Assist in arranging and planning cultural related field trips, visits, events, and tours

**Skills and Experience Requirements:**

- Language teaching experience with emphasis on Penelakut Dialect
- Experience with all facets of Hul'qumi'num Culture
- Ability to create lesson plans and maintain accurate student records
- Computer literacy
- Experience in curriculum development
- A minimum of two years' experience working with children in a formal school setting

**Education/Qualifications:**

- BC Teaching Certificate
- Proficiency in Hul'qumi'num (Penelakut Dialect)
- Language teaching Certificate or equivalent education and experience
- First Aid

**Submit the Following Documents**

- Resume, Cover Letter and References
- Teacher Certification in BC
- Clear Criminal Record Check
- Other supports indication Special Education Specialty

**Submit the following to:**

**Candace Crocker, Education Director  
Penelakut Tribe  
Email: [candacec@penelakut.ca](mailto:candacec@penelakut.ca)**

**Closing date: December 17<sup>th</sup>, 2020 at Noon**

**This position is open to all qualified applicants and only those shortlisted will be contacted for an interview**