



PO Box 130. Carcross, Yukon Y0B 1B0  
(867) 821-4251  
[www.CTFN.ca](http://www.CTFN.ca)

# Employment Opportunity



**Job Title:** Tutor / Education Assistant  
**Department:** Capacity  
**Status:** Permanent, Full Time (Seasonal School Year)  
**Salary:** \$53,355 - \$73,161

**Closing Date:** October 1, 2019

## JOB SUMMARY

Under the direct supervision of the Carcross/Tagish First Nation (C/TFN) Education Manager of Capacity Development and in cooperation with other staff, the Tutor is responsible for implementing individualized basic education course work and upgrading focusing on Math and English to increase academic achievement and employment readiness. The Tutor/Education Assistant will work closely with Yukon College to implement formal education plans as well as the Elementary/Secondary schools.

## QUALIFICATIONS

- Adult Basic Education Teaching Certificate or Degree, or equivalent experience
- Experience tutoring and both students and adults.
- Able to plan, organize, and coordinate curriculum for elementary, secondary and post secondary students who are attending school, making career choices and exploring sustainable employment.

## CONDITIONS OF EMPLOYMENT

- Willing to instruct students in Carcross, Tagish, Squanga and Whitehorse
- Is required to follow the C/TFN Policy and procedures Manual & Code of Ethics.
- Must submit a Vulnerable Sector, Criminal Record Check.
- Must have or be willing to obtain Standard first aid.
- Valid Driver's License – willingness to upgrade to Class 4 (if necessary).

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We encourage all qualified applicants to apply however preference will be given to Carcross/Tagish First Nation citizens on all competitions for C/TFN.

We thank all those who apply and advise that only those selected for further consideration will be contacted.

**Please Note:**

- No compensation will be given for moving costs and applicants must be eligible to work in Canada.
- Job descriptions are available from GC/TFN Human Resource Department

**PLEASE QUOTE THE COMPETITION TITLE ON YOUR APPLICATION WHEN APPLYING.  
APPLICATIONS/RESUMES MUST BE RECEIVED BY 11:59PM ON THE CLOSING DATE.**

Apply to:

Carcross/Tagish First Nation  
Human Resources Department  
Box 130, Carcross, Yukon Y0B 1B0  
Phone: (867) 821-4251 Ext 8269

Email: [HumanResources@CTFN.ca](mailto:HumanResources@CTFN.ca)