



CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION

EMPLOYMENT OPPORTUNITY

EA – FULL TIME

PROGRAM AREA:	EDUCATION SERVICES
POSITION TITLE:	EDUCATION ASSISTANT
REPORTING PROTOCOL:	REPORTS TO THE PRINCIPAL

POSITION SUMMARY: KSPFN Education Assistants are to assist the education, development and training of students as well as to assist in maintaining a smooth and efficient operation of the school in general. Education Assistants must work under the Supervision of a teacher and/or administrator and take direction from the professional to whom they are assigned. The Education Assistants are to follow the Ontario curriculum, and modify material and teaching styles to account for the individual needs of students.

The Education Assistant works collaboratively with classroom teachers, consultants, and other Professional staff in accordance with the KSPFN policies and regulations. They will and support yearly, monthly, and daily lesson plans with staff. In addition, the Education Assistant will support setting realistic academic and behavioral goals for each student and as per their assigned responsibilities. Supporting the evaluation and reporting on students' intellectual, social, and academic progress on a regular basis will be necessary.

EDUCATION/PROFESSIONAL REQUIREMENTS:

- College Diploma in related fields of E.C.E., D.S.W.
- KSPFN endeavors to place a certified Education Assistant at Hillside. If the needs exist, KSPFN will consider placing an uncertified Education Assistant.
- Good interpersonal and communication skills are essential, as are energy and enthusiasm for the position.
- Demonstrate strong interpersonal skills and an effective communication style
- Ability to set priorities, manage time, work under pressure, meet deadlines
- Experience dealing with children with a variety of physical and intellectual disabilities and behavioral or other learning difficulties.
- Computer literate
- Ability to maintain strict confidentiality on student issues.
- Being a positive role model through healthy lifestyles.
- Able to use proper heavy lifting methods and able to handle wheelchairs

PREFERENTIAL HIRING REQUIREMENTS:

- KSPFN encourages all qualified individuals to apply. However, preference will be given to qualified First Nations people in accordance with KSPFN' General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act. First Nations candidates who wish to qualify for preferential consideration can self-identify themselves in their cover letter.
- Successful applicant must provide a current and up to date CPIC and vulnerable sector background check upon hiring.
- Successful applicant must provide a copy of their Diploma and other related certificates
- Applicants must consent to a full background check upon hiring.

PLEASE SUBMIT YOUR SEALED APPLICATION, COMPLETE WITH A DETAILED RESUME
AND A MINIMUM OF THREE (3) WORK RELATED REFERENCES,
CLOSING DATE – March 15th, 2024

TO: Chippewas of Kettle & Stony Point First Nation,
ATTN: **HR – Education Assistant**
Email to: hr.assistant@kettlepoint.org
Mail to: 6247 Indian Lane, Kettle & Stony Point First Nation, ON N0N 1J1
Fax: 519-786-2108

*A full Job Description is available contact the HR assistant at hr.assistant@kettlepoint.org
Interviews will be scheduled shortly after the closing date.*

ONLY THOSE APPLICANTS WHO MEET THE QUALIFICATION STANDARDS AND REQUIREMENTS WILL BE
INTERVIEWED. AN UPDATED CPIC AND A REFERENCE CHECK WILL BE REQUIRED FOR THE SUCCESSFUL
CANDIDATE PRIOR TO FINAL CONFIRMATION OF EMPLOYMENT