

HILLSIDE SCHOOL
EMPLOYMENT OPPORTUNITY: **EDUCATION ASSISTANT**

Kettle and Stony Point Hillside School is accepting applications from individuals interested in employment as an Education Assistant.

Duties and Responsibilities

- * Provide behaviour management support and instructional programming support under the direction of the classroom teacher;
- * Provide one-to-one tutoring to students when assigned to do so by classroom teacher or Special Education Resource Teacher;
- * Assist in the coordination of academic projects, field trips, sports, and extra-curricular activities;
- * Assist with the supervision of students in the classroom, tutoring centres, playground, and other areas as assigned;
- * Demonstrate flexibility and a positive professional attitude and rapport when working with students, parents/guardians, and staff;
- * Other related duties as may be assigned from time to time.

Abilities Required

- * Ability to work effectively with students with special needs;
- * Ability to work co-operatively as part of a team;
- * Ability to summarize student progress in writing upon request;
- * Ability to respect and maintain confidentiality on student issues.
- * Ability to multi-task within a fast paced working environment.

Education/Professional Requirements

- * Grade 12 diploma or equivalent;
- * Successful completion of College Diploma in Early Childhood Education, Social Work, or other related field or comparable experience.

Application

- * Cover letter describing education and relevant work experience;
- * Copy of resume, including three (3) current employment-related references.

Remuneration

Starting at \$16.30 per hour.

The Chippewas of Kettle & Stony Point First Nation gives preference to First Nation applicants for any employment opportunities as per Section 16(1) of the Canadian Human Rights Act. Successful applicant must provide a current clear CPIC, Vulnerable Sector Screening, and consent to a background check before commencing employment. Only those candidates selected for an interview will be called.

Application Date

Applications including a cover letter, resume, and three references will be accepted until July 26, 2017 at 4:00 p.m. by fax or mail to: Principal, Hillside School, 6265 Indian Lane, Kettle & Stony Point, Ontario N0N 1J1 * Telephone (519) 786-6903 * Fax Number (519) 786-6904

KETTLE AND STONY POINT FIRST NATION EDUCATION POLICY	PAGE 1 OF 2
SUBJECT: Education Assistant/ Native Education Worker	EFFECTIVE DATE: APPROVAL DATE: Motion: 5 Year/Month: 2009/12

CHIPPEWAS OF KETTLE & STONY POINT

PROGRAM AREA: Education
POSITION TITLE: Education Assistant/ Native Education Worker

REPORTING PROTOCOL: The Education Assistant and Native Education Worker reports to the Hillside Administration Team of the Principal/Program Manager and Vice-Principal or designate.

POSITION SUMMARY: The Education Assistant and Native Education Worker assists with programming strategies as indicated on the Individual Education Plan and as directed by the Special Education Resource Teacher of the designated School. The Education Assistant and native Education Worker works collaboratively with classroom teachers, consultants and other Professional staff in accordance with the KSPFN policies and regulations.

DUTIES AND RESPONSIBILITIES:

- Communicate student progress to the teacher responsible for monitoring the goals on the IEP
- Participate in the on-going development of the IEP for a student
- Provide appropriate assistance to students as required, including one to one tutoring
- Prepare summary information for the teacher presenting to the School Team or IPRC
- Provide behaviour management support and instructional programming support under the direction of the classroom teacher
- Support the inclusion of all students within the school community
- Change diapers using proper lifting methods and ensure the physical comfort of disabled students in the classroom
- Operate computer equipment and electronic aids for persons with disabilities as needed or assigned
- Participate in in-service programs specific to the needs of the school and students
- Provide clear outlines of responsibilities and duties when need by supply person
- Assist in the coordination of academic projects, field trips, sports and extra-curricular activities

- Share in supervision of students in the classrooms, tutoring centres, playground and other areas as assigned.
- Participate in all academic staff meetings and other meetings as required
- Actively participate in Professional Activity Day presentations
- Demonstrate flexibility and a positive professional attitude and rapport when working with students, parents/guardians and colleagues.
- Respect and maintain confidentiality of student progress
- Perform additional related duties as required

Essential Qualifications:

- Grade 12 diploma or equivalent
- Successful completion of College Diploma in related fields of E.C.E., D.S.W.
- Able to change diapers using proper heavy lifting methods and handle wheelchairs
- Computer literate
- Ability to set priorities, manage time, work under pressure, meet deadlines
- Ability to maintain strict confidentiality on student issues.
- Ability to serve as a role model for students
- Demonstrate strong interpersonal skills and an effective communication style
- Clear criminal reference check
- Anishinaabe language and cultural skills or willingness to learn.