

HILLSIDE SCHOOL
EMPLOYMENT OPPORTUNITY
EDUCATION ASSISTANT

Kettle and Stony Point Hillside School is accepting applications from individuals interested in employment as an Education Assistant for the 2018-2019 school year.

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

Dependent upon qualifications as per KSP First Nation Salary Grid

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 27 at 4:00 p.m.** by fax or mail to: Education Director, Hillside School, 6265 Indian Lane, Kettle & Stony Point, Ontario N0N 1J1 * Telephone (519) 786-6903 * Fax Number (519) 786-6904