

JOB POSTING DETAILS

Job Title	EDUCATIONAL ASSISTANT	Job Type	NA
Job ID	3066	Duration	2021/2022 school yea
Date Posted	October 26, 2021	Location	Sagamok First Nation
		Closing Date	November 9, 2021

Job Overview - Description & Duties

The Educational Assistant shall assist the assigned classroom teacher in providing instruction to the class and will assist in the implementation of individual student education plans (IEP's). The Educational Assistant shall work directly under the supervision of the assigned classroom teacher.

Required Skills

1. College Diploma/Certificate as Child and Youth Worker, Developmental Service Worker, Behavior Intervention/ABA background, Teacher's Assistant, ECE, or related field
2. Experience working with students with Autism, Developmental Delays and Behaviors would be preferred for the special education assistant positions
3. Good communication skills (oral and written)
4. Ability to prepare and present learning material and conduct learning activities
5. Ability to follow written and verbal directions and to give direction to others
6. Ability to speak clearly and distinctly
7. A friendly, caring, and helpful personality
8. Willingness and desire to learn
9. Must successfully pass criminal record checks/VSS conducted by the APS (Policy E.130)

Other Requirements

- ? To assist the teacher in the supervision of students
- ? To prepare and present learning material relating to the instructional program developed by the classroom teacher
- ? To prepare and conduct learning activities relating to the instructional program developed by the classroom teacher
- ? To be a positive role model in the management of the classroom
- ? To help students learn good study and learning habits
- ? To communicate with teachers, pupils, other educational staff, and parents/legal guardians about students' tasks and activities
- ? To communicate with the immediate Principal and/or designate (classroom teacher) about all issues, concerns, observations, and opinions relating to the job
- ? To work diligently within the various assigned areas of responsibility on a daily basis
- ? To consider all educational work and activities private and confidential
- ? To carry out the instructions and directions of the classroom teacher
- ? To perform duties as prescribed within the School improvement plan
- ? To believe that all students are important and advocate the rights of the student(s) that he/she is caring for
- ? To keep daily journals of tasks accomplished with assigned students. Both the Teacher Assistant and his/her assigned classroom teacher will review the journals periodically throughout the school term
- ? To behave in a professional manner and to dress appropriately

How to Apply

Interested applicants MUST submit a cover letter, resume, photocopies of certificates/diploma/degree from a post-secondary institution, and three references (preferably 3 recent employment references from a direct supervisor/manager or 2 recent employment references from a direct supervisor/manager and one [1] character reference):

Attn: Hiring Committee c/o Human Resources

Sagamok Anishnawbek, P.O. Box 610, Massey, Ontario, P0P 1P0

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Email: spencer_natalie@sagamok.ca

By: November 9, 2021, at 4:00 pm