

TEMAGAMI FIRST NATION



BEAR ISLAND
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Job Posting **Primary School Educational Assistant** **2 contract positions** **2017/2018 School Year**

Temagami First Nation (TFN) is seeking two Educational Assistants at the **Laura McKenzie Learning Centre (LMLC)**. The successful incumbents will start at the beginning of the 2017/2018 School Year and will end June 30, 2018

Responsibilities

The educational assistant will be expected to work with the Classroom Teacher(s), and the Native Language Teacher.

Occasionally, the educational assistant may be asked to supervise all of the students in one of the classrooms but normally his or her primary role will be one of support.

Working with the Classroom Teacher(s), the educational assistant will, amongst other duties, help to:

- Assist students with lessons under direct supervision of Classroom Teacher
- Assist special needs student, such as those with mental or physical disabilities, with mobility, communication and personal deportment.
- Prepare bulletin boards, teaching materials, and learning stations
- Ensure that all of the technology equipment to be used in teaching is in working order and is handled properly by the students
- To participate in all professional activity days or activities and to continue to pursue his or her personal education
- Tutor individual students or small groups with the work assigned by the teacher;
- Promote the mental, emotional, physical, and spiritual needs of the students and help them develop self-esteem
- Encourage the students to learn appropriate classroom behavior
- Help meet the needs of the students participating in the special education program
- Assist the FNSSP Worker with literacy and numeracy programming
- Supervise the students during recess, lunch hour, and as required (by the

Principal/Teacher) in the classroom

- Supervise the students during visits to the library, to the gym, during field trips both in and outside of the community, cultural events, and at other times as identified by the principal
- Help the students increase their cultural awareness
- In collaboration with the Classroom Teacher, provide instruction and assistance that supports the student in the regular class program.
- Other duties assigned by the Principal and/or Classroom Teacher

Requirements

- Must have Grade 12 OSSD; experience with working with children;
- Experience in a First Nation school is an asset;
- Adhere to policies and procedures of the LMLC/TFN;
- Take direction from teachers and assist with learning programming;
- Ensure a healthy and safe learning environment for the children;
- Excellent verbal, written and communication skills;
- Must be proficient with the use of computers including Microsoft Office (Word, Excel, PowerPoint) and Internet usage, as well as any relevant educational software;
- Be able to provide a clean Criminal Reference Check and a clean Vulnerable Sector (VS) Check, including Pardoned Sex Offender Database (PSOD).

If you possess the skills and knowledge, and want to work for a semi-remote First Nation, where outdoor recreation opportunities are endless, please submit:

A cover letter demonstrating your interest in this position, a current resume outlining your experience relating to the position along with copies of the following CRC, VS and PSOD checks as well as names and phone numbers of three references (one must be current or recent employer).

Application due: Friday July 14, 2017

Application to: John Hodgson
Temagami First Nation
General Delivery
Bear Island, ON P0H 1C0
Email: hr@temagamifirstnation.ca
Fax: (705)237-8959

Note: Preference in hiring will be given to qualified Temagami First Nation members and Bear Island residents. All applications received prior to the deadline will be screened for an interview. Only those applicants who will be granted an interview will be contacted.