

## SCHEDULE 'A' – JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>CLASSROOM TEACHER</b>
<b>PRIMARY FUNCTION:</b>	Providing educational programming and development to learners at LMLC. Development of curriculum in accordance with ministry and board recommendations. Interactions with consultants as it pertains to teaching duties. Participate in school events and functions.
<b>REPORTING RELATIONSHIP:</b>	This position reports to the Principal of Lifelong Learning.
<b>STATUS:</b>	
<b>SALARY:</b>	
<b>TERM OF EMPLOYMENT:</b>	March 17, 2025 – August 31, 2026
<b>EFFECTIVE DATE:</b>	March 17, 2025
<b>INCUMBENT:</b>	

### **CORE COMPETENCIES:**

#### Administration

- Promote the LMLC Mission Statement.
- Regularly report each learner's progress to the parent(s)/guardian(s) and the Principal through report cards and other means.
- Complete and maintain all assigned learner's records. (i.e., IEP, documentation, progress report, behavior plan, etc.), and attendance monitoring including late arrivals.
- In September, submit ten-month plan to the Principal and/or Education Lead. The plan will be reviewed at the annual Performance Evaluation session.
- Order supplies and have on hand prepared materials, texts, and resources for class.
- Report maintenance and repair items to the Principal and/or Education Lead.

#### Classroom Management

- Maintain order and discipline in their classroom and throughout the school and follow the school timetable and schedule as approved by the BIEA.
- Treat learners equitably and fairly.
- Ensure learners are always supervised according to the policies and legislation in place.
- Ensure that the learning environment for all Learners is safe, healthy, and secure.

- Manage a wide variety of Learner behaviours (while acknowledging cultural & socio-economic issues tied with the behaviour).

### Curriculum Development

- Teach the Ontario Curriculum as set out by the Ontario Provincial government as approved by the BIEA.
- Implement land-based learning.
- Gather data useful for planning instructional programs, modifying existing programs, and communicating with others.
- Individualize programs to assist learners of Special Needs.
- Modify/enrich materials as needed to support the learner(s).

### Professional Development

- Participate in all professional activity days or activities and to continue to pursue his/her personal education.
- Reflect on learner/school needs and pursue learning opportunities to meet those needs.

### Relationship Building

- Help each learner build his/her self-esteem while teaching the learners about how to respect and work co-operatively with others.
- Work in collaboration with other TFN departments to provide a variety of learning opportunities for learners.
- Work continually at strengthening his/her ties with the school's educational partners, the community-at-large, his/her fellow staff members, the parents, and his/her learners, recognizing the role of each of these groups in the education of the child.
- Model behaviour for learners to aid in their understanding of wisdom, love, respect, bravery, honesty, humility, truth, and other teachings, and to fully support the Native Language Culture Program.
- Participate in a wide variety of school to community events (i.e.: Christmas Craft Sale, Literacy Week, Remembrance Day, Truth and Reconciliation Day, etc.)
- Maintain balance and objectivity when topics such as race, politics or religion arise.
- Maintain contact with Learner's parents/guardians or family.
- Maintain goodwill with general educators.
- Meet with the Principal and/or Education Lead, teacher assistant, the Native Language teacher on a regular basis to make certain that the needs of the learners are understood and are being met.

### Teaching

- Instill a love of learning while helping the learners to recognize that learning is a gradual lifelong process.
- Ensure that the learning environment for their learners is safe, healthy, and secure.
- Prepare daily lesson plans and provide detailed learning materials for substitute teachers.
- Participate in extra-curricular activities and, at times, help organize those activities.

### Teamwork

- Work together with other members of the teaching staff and Principal and/or Education Lead to select current, appropriate teaching materials.
- Be adaptable and help the education team on days they are short-staffed (cover prep, extra yard duty, lunch duty, etc.).
- Work closely with others on staff to formulate an appropriate program of studies before the beginning of each school year.
- Collaborate with the regular education teacher in adapting the curriculum, providing appropriate modifications, ensuring the implementation of modifications, and assessing overall progress of the Learner.

### Other Duties as Required

- Assist other LMLC personnel when required.
- Attend meetings as requested and report on information obtained.
- Other duties related to the Classroom Teacher position as required.

### **QUALIFICATIONS**

- **REQUIRED:** Bachelor of Education Degree.
- **REQUIRED:** minimum of 5 years of teaching experience with varied classroom experience.
- **REQUIRED:** valid Ontario College of Teachers certification.
- **REQUIRED:** Ability to achieve and maintain a clean Criminal Reference Check and a clean Vulnerable Sector (VS) Check, including Pardoned Sex Offender Database (PSOD).
- Experience teaching in a First Nation school is considered *an asset*.
- 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.