



KiiZhiK
EDUCATION
CORPORATION

School:
1450 Valley Drive
Kenora, ON P9N 3Y4
Phone: (807) 548-4912
Fax: (807) 548-5917

Head Office:
Washagamis Bay 38A
Box 1200
Kenora, ON P9N 3X7
Phone: (807) 468-5551
Fax: (807) 468-3908

EMPLOYMENT OPPORTUNITY **-Education Assistant-**

PROGRAM: Gaagagekiizhik Gakinoow'amaadiiwigamig Gakinoow'amaawasowin

LOCATION: Gaagagekiizhik School Building, 1450 Valley Drive

SUMMARY

Under the direct supervision of the School Principal and working directly with the teacher(s), the Education Assistant will administer prepared lessons/routines to individual children or groups of children. They will also participate, in conjunction with the teacher in instructing the student(s).

GENERAL DUTIES:

- Provide support to students at Gaagagekiizhik Gakinoow'amaadiiwigamig Gakinoow'amaawasowin and/or Bimose Community High School at all Grade levels.

SPECIFIC DUTIES:

- Assisting students individually or in groups in completing teacher prepared lessons and routines;
- Assist with supervision of students in classroom as well as outdoor supervision;
- Monitor student progress and identify problematic areas;
- Liaison with parents/guardians, professional staff, and other agencies;
- Encourage positive role model behaviour designed to instill pride, self-esteem and cultural identity for Anishinaabe students.

This list reflects general details that describe the key job functions of this position, the level of knowledge and skill typically required and the scope of responsibility, this is not an all-inclusive listing; other duties may be assigned.

QUALIFICATIONS:

- Grade twelve diploma or equivalent certification;
- Classroom Assistant Certificate/ Early Childhood Diploma/Social Services Diploma or commitment to obtain;
- 1 year related work experience would be an asset;
- Strong Communication, English, and Mathematical skills;
- Knowledge of Anishinaabe language, culture, and traditions an asset;
- Tuberculin test required;
- Criminal record check cleared and issued by the Ontario Education Services Corporation or Treaty Three Police which verifies employee is able to work in a provincial educational institution;

- Possess the ability to manage a reasonable workload; effective priority-setting and follow-up;
- Be a role model in carrying out the vision and mission statement of the tribal council;
- Possess the ability to establish and maintain appropriate working rapport with others;
- Possess the ability to deal with conflict, mediate, and problem solve;
- Provide the quality of work to meet or exceed tribal council specifications.

Please submit resume and cover letter with a current vulnerable sector check and three professional references. Applications will be accepted until **Tuesday, November 28, 2017 at 4:00 p.m.**

PLEASE SUBMIT APPLICATION BY MAIL (marked as confidential), E-MAIL, IN PERSON, OR FAX TO:

**Bimose Tribal Council Inc.
Attention: Nadine Seymour, HR
598 Lakeview Drive
Kenora, ON
P9N 3P7**

Telephone: (807) 468-5551 • Fax: (807) 468-3908 • e-mail: nseymour@bimose.ca

Late applications will be returned. Only those applicants selected for an interview will be contacted.

If you have further questions about the position, please feel free to contact Barbara Katic, Education Services Coordinator, at 468-5551 Ex. 236 or email at bkatic@bimose.ca.