



**Kiizhik**  
EDUCATION  
CORPORATION

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

**CENTRAL OFFICE:**  
Niisaachewan Anishinaabe Nation  
P.O. Box 1200  
Kenora, ON P9N 3X7  
Phone: (807) 468-5551  
Fax: (807) 468-3908

## **EMPLOYMENT OPPORTUNITY**

### **Education Assistant**

#### **SUMMARY:**

The **Education Assistant** will collaborate with the teaching staff to reinforce prepared lessons and/or routines in the classroom. They will also participate, in conjunction with the teacher in instructing the student(s) in a classroom environment.

#### **DUTIES:**

- Provide assistance to students to complete lessons and routines
- Supervise students in classroom as well as outdoor supervision
- Liaise 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.
- Monitor student progress and identify problematic areas
- Support the implementation of Individual Education Plans (IEP)
- Prepare classroom material packages and equipment as directed
- 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 Kiizhik Education Corporation

#### **QUALIFICATIONS:**

- Grade twelve diploma or equivalent certification
- Classroom Assistant Certificate/ Early Childhood Diploma preferred
- 1 year related work experience would be an asset
- Strong communication, English, and mathematical skills
- Knowledge of Anishinaabe language, culture, and traditions an asset
- Criminal Records Check including a Vulnerable Persons check
- Valid First Aid & CPR Level C certification

Please submit resume and cover letter with three professional references by **Friday, September 1, 2023 at 4:00PM.**

**PLEASE SUBMIT APPLICATION ONLINE, E-MAIL, OR FAX TO:**

**Kiizhik Education Corporation  
Attention: Human Resources Manager  
598 Lakeview Drive  
Kenora, ON P9N 3P7**

**Website:** [www.kiizhik.ca](http://www.kiizhik.ca) • **Fax:** (807) 468-3908 • **e-mail:** [Careers@bimose.ca](mailto:Careers@bimose.ca)

Only those applicants selected for an interview will be contacted.