



Timiskaming First Nation,
24, Algonquin Avenue (Timiskaming First Nation)
Notre Dame du Nord. QC JOZ 3B0
Tel: 819 723-2335 Fax: 819 723-2353

Employment Opportunity

The Timiskaming First Nation is an equal opportunity employer where TFN members with equal qualification will be given priority

TITLE	Educational Assistant (replacement – full time)
IMMEDIATE SUPERVISOR	Teacher and Kiwetin School Principal
DEPARTMENT	Education

SUMMARY:

The Educational Assistant will be expected to work with the classroom teacher(s), and the Principal. Occasionally the Educational Assistant will be required to supervise all the students in one of the classrooms, in the play area, in the lunch room but normally the primary role is one of support.

DUTIES (but not limited to):

- Work one-on-one with individual or small groups of students, with work assigned by the teacher.
- Assist classroom teacher in the classroom and with preparation of materials.
- Assist in the implementation of classroom lessons as requested by the teacher.
- Assist in supervising students in school, during recess, in yard at lunch time, in the lunch area, after class time and during field trips.
- Prepare bulletin boards, teaching materials, and learning centers requested by the teacher.
- Ensure all equipment is handled properly by students. Report faulty equipment.
- Encourage students to learn and display appropriate classroom behavior.
- Help meet the needs of students participating in a special education program.
- Help keep rooms tidy and in order.

REQUIREMENTS:

- Diploma as an Educational Assistant from a recognized College in Ontario or a similar diploma/degree from another province. ECE qualifications are acceptable if the school finds a need for assistance in the primary division.
- Good verbal and written communication skills.
- Organizational skills with the ability to multi-task and prioritize.
- Certified in basic first aid/CPR or willing to take the training.
- Sound work ethics.
- Discreet with privileged information that pertains to all students.
- Criminal background check in the vulnerable sector.
- Knowledge of: Positive behaviour intervention methods; child development and education theories and practices; Microsoft Office programs, email and internet; Algonquin language and culture an asset; relevant legislation, policies and procedures to ensure that children are supervised and safe; knowledge of reading, writing and math development and how to best help children learn in these areas.

DEADLINE:

Deadline for application	Friday, January 15, 2021
Probable interview date	Week of January 18, 2021
Possible Starting date	As soon as possible

Those interested are invited to submit their letter of application, resume, relevant documentation, background check and three (3) references to:

Timiskaming First Nation
Attn: Nancy McBride
24 Algonquin Ave.
Notre-Dame du Nord, QC J0Z 3B0
e-mail : Human.Resources@atfn.ca

Note: The Timiskaming First Nation reserves the right to a pre-selection of interested candidates. Only those retained will be contacted for an interview.