



Matachewan First Nation
P.O. Box 160 Matachewan, ON P0K 1M0
Bus. (705) 565-2230 Fax (705) 565-2585

Employment Opportunity

Learning Centre Educational Assistant
Date Posted: January 27, 2012

Matachewan First Nation is currently accepting applications for a part time Educational Assistant, this part time position is available for up to 25 hours per week with a starting date as soon as possible to March 31st, 2012 with possibility of extension.

JOB DESCRIPTION:

Under the direction of the Band Manager, the Educational Assistant (EA) will provide assistance by performing a variety of instructional support duties to individual or small groups of students within the learning centre environment, by assisting in the establishment and maintenance of appropriate learning centre and life behavior skills to school students who have specific barriers to being successful in school. The EA is accountable to Chief and Council of Matachewan First Nation; responsible to ensure that all requirements under the Special Education Program are met.

DUTIES AND RESPONSIBILITIES:

- Work with students in small groups or in prescribed one-to-one assignments to tutor, reinforce or follow up on learning activities in basic academic, language and/or specialized subject areas related to the level of achievement and providing individualized instruction by matching instruction to needs of each learner.
- Assist in the implementation of assigned sections of the students Individualized Educational Plan (IEP) and behavior intervention plans which may involve use of approved behavior modification and other skills or knowledge to establish and maintain appropriate behaviors.
- Maintaining a clean, safe and cooperative learning environment at the assigned Educational Centre.
- Organizing the learning environment; prepare and set up instructional materials and/or equipment for use in learning activities; and maintains such materials and/or equipment.
- Accompany and supervise students on community based instructional outings, work programs and/or field trips; reinforces positive behavior; assists students in learning life skills.
- Perform routine administrative tasks as assigned.
- Maintain accurate student progress records/logs and provide Band Manager with monthly activity reports and maintaining open communication with Band Manager of all aspects of the MFN Learning Centre programs and services including issues of concern as they arise.

- Assist in maintaining routine informational and operational records and files related to the learning centre /program activities.
- Guides students and/or provides appropriate modeling in a variety of areas: physical development and fitness, communication, personal hygiene, academic learning, appropriate dress, vocational skills and is often assigned to do more in-depth work in one of these areas.
- Maintain confidentiality of student records and classroom information in accordance with legal requirements and policies.
- Provide required written and statistical reports to funders (INAC and Others) as required.
- Other related duties as assigned.

Qualifications:

- Grade 12 or equivalent
- Degree or diploma or extensive experience in provision of special education/child development and behavior
- Experience in working with First Nations and knowledge of First Nation culture
- Advanced computer skills and ability to complete reports in a timely fashion
- Ability to maintain a variety of records related to the activities and operations of the learning centre/ programs in a confidential manner
- Ability to work independently with minimal supervision and/or as a team player who can work with students, educators and families alike
- Must be willing to work evenings and other alternate hours.
- Demonstrate excellent organizational skills
- Have a valid "G" license and able to provide own transportation

Please submit resume to the attention of Bertha Cormier – Band Manager by:

Mail: Bertha Cormier, Band Manager
 Matachewan First Nation
 P.O Box 160
 Matachewan ON
 P0K 1M0

Email: bandmanager@matachewanfirstnation.com
berthacormier@xplor.net.ca *bertha.cormier@xplor.net.ca*

Fax: 1-705-565-2585 to the attention of Bertha Cormier

Closing Date: Friday February 10, 2012 at 4:00 pm

We thank all those who apply, only those selected for an interview will be contacted. Late applications after the deadline will not be accepted. The First Nation reserves the right to re-post the positions.