



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 and three professional references. Applications will be accepted until **Friday, March 17, 2023 at 4:00pm**

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

**Bimose Tribal Council Inc.
Attention: Human Resource Manager
598 Lakeview Drive
Kenora, ON P9N 3P7**

Website: www.kiizhik.ca • **Fax:** (807) 468-3908 • **e-mail:** sricklefs@bimose.ca
Only those applicants selected for an interview will be contacted.