



JOB POSTING

Title: Educational Assistant
Terms: Contract April - June 2019 with continued contracts for additional school years with satisfactory performance review
Hours: up to 33 hours per week
Salary: \$23.60/hour (funded through Jordan's Principal)
Location: G.C. Huston

Position Summary: To assist identified Saugeen First Nation learners receive regular and timely educational services grounded in solid academic expectations. Teacher assistants support Saugeen First Nation exceptional learners who have individual education plans (IEP's). Educational Assistants are expected to engage in school learning activities and support individual learning needs. Educational Assistants support the teacher in the delivery of special education service deliverables as identified in the student educational plan.

Job Duties

- Report directly to school Principals for day-to-day management, supervision and expectations
- Support SFN students and classroom teachers in programming, planning and service deliverables
- Able to use technological supports i.e. computers and special education equipment
- Provide a vital link between the student and the classroom teacher
- Apply priorities as identified by classroom teacher
- Collaborate with partners such as occupational, speech and language pathologists
- Attend all professional development days with affiliated school
- Must be punctual, attend regularly and provide students with positive role model
- Sign Oath of Confidentiality
- Strong interpersonal skills and excellent communication abilities

Requirements

- Current certificate of qualification as an Educational Assistant as provided under the Ontario Education Act
- Be a member of the Ontario College of Teachers is preferred
- Special Education qualification would be considered an asset
- Early Childhood Diploma or Ontario Youth Worker Diploma
- Clear CPIC and Vulnerable Sector Search
- Complete Performance Appraisal Report from previous year
- Knowledge of Anishnaabemowin Language to assist students with participation will be considered an asset

Applications MUST include:

- Current covering letter
- Current resume with dates specified
- Three names (not letters) of references with telephone numbers and/or email addresses (one must be current or most recent employer)

Copies of qualifications, certificates, successful Performance Appraisal Report, current CPIC and Vulnerable Sector checks will be a condition of employment and must be provided by a specified date.

DEADLINE DATE: Friday March 22, 2019 @ 4:00 p.m.
(*No Late Applications Accepted*)

Only qualified applicants will be contacted for an interview

Qualified Saugeen First Nation members will be given priority

Successful candidate will be asked to provide a current Criminal Record Check including Vulnerable Sector Screening

Applications will be received:

At Office: Employment and Training Centre (519) 797-1224

By Fax: (519) 797-3458

By E-Mail: employment@saugeen.org

By Mail: Saugeen First Nation Hiring Committee R.R.#1, Southampton, ON N0H 2L0

If you are interested in this posting, but do not meet the qualifications criteria, consider visiting SEZ to find out how to obtain the education and training required. Your contributions to our community are important to all of us.