



EDUCATION ASSISTANT Job Description

PURPOSE:

Under the supervision of the teachers, principals and the Mitaanjigamiing First Nation Education Director, the Education Assistant is responsible to assist with the delivery of a specialized program for the Mitaanjigamiing First Nation children as determined by the Teachers and Principal. The role of the Education Assistant will be influenced by the needs of the student. Training required to perform the duties of the position will be provided by the immediate supervisor(s) or other qualified staff.

ACCOUNTABILITY:

The Education Assistant reports to the Education Director. While working in the school, the Education Assistant is under the functional supervision of the school Principal and follows the instructions of the Classroom or Education Teacher. The Education Assistant is responsible for the implementation of duties and responsibilities as outlined in the job description. To abide by the policies and procedures of Mitaanjigamiing First Nation. To attend staff meetings and relevant training and workshops.

DUTIES & RESPONSIBILITIES:

- Checks with the teachers every day and adapts plan as needed.
- Observes and acts on needs while in the classroom (student/teacher).
- Assists teachers with implementations of individual and group work and social activities.
- Assists in preparation and operation of instructional materials and equipment (photocopying, setting up activities)
- Maintains strict confidentiality of students.
- Keeps a daily log of students' progress and submits weekly to the Classroom Teacher, and submits bi-weekly to the Education Director.
- Performs other duties and responsibilities that may be assigned by the Classroom Teacher.

TECHNIQUES:

- Ability to demonstrate a knowledge, understanding and application of necessary subject material when working with students.
- Encourage opportunities for pupil participation and problem-solving abilities on the part of the students.
- Shows consistency of fairness when dealing with students.
- Uses all available resources and seeks out help when encountering problems regarding a student's needs.
- Demonstrates an interest in student's needs.
- Encourages positive self-image in the students.
- Encourages respect of others in the classroom.

SCHOOL RELATIONSHIPS:

- Uses appropriate reinforcement techniques with the students.
- Promotes the example of self-discipline by personal example.
- Demonstrates willingness to share in school related activities.
- Cooperates with colleagues in continuous effort to improve education of students.
- Seeks advice, assistance and guidance as necessary.

PROFESSIONAL ATTITUDE:

- Accepts and carries out required assignments and duties in a responsible manner.
- Is punctual in all aspects of school performance.
- Responds appropriately to challenges and changing conditions.

QUALIFICATIONS:

- Willingness to participate in extracurricular activities (i.e.: swimming lessons).
- Post Secondary education in education field preferred
- Physical abilities to perform job.
- Effective oral and written communication skills.
- Must be able to function as a member of a team.
- Flexibility to meet varied needs of students.
- Valid First Aid/CPR Certification.
- Grade 12/ Ed.
- Must provide a Vulnerable Sector Screening that is satisfactory to the Mitaanjigamiing First Nation.
- Must sign an Oath of Confidentiality, Declaration of Understanding, Conflict of Interest and Code of Conduct.