



Kiizhik
EDUCATION
CORPORATION

School:
1450 Valley Drive
Kenora, ON P9N 3Y4
Phone: (807) 548-4912
Fax: (807) 548-5917

Head Office:
Niisaachewan
Anishinaabe Nation
22 Band Office Rd
Kenora, ON P9N 3X7
Phone: (807) 468-5551
Fax: (807) 468-3908

EMPLOYMENT OPPORTUNITY

Education Assistant

SUMMARY:

The Kiizhik Education Corporation Team is growing and looking to hire an Education Assistant. Under the direct supervision of the School Principal and working directly with the teacher(s), the Education Assistant will reinforce prepared lessons/routines to children or groups of children. They will also participate, in conjunction with the teacher in instructing the student(s).

DUTIES:

- Provide support to students at Gaagagekiizhik Elementary School and/or Bimose Community High School at all Grade levels.
- Assist students individually or in groups in completing teacher prepared lessons and routines
- Assist with supervision of students in classroom as well as outdoor supervision
- Monitor student progress and identify problematic areas
- 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.
- Be a role model in carrying out the vision and mission statement of Kiizhik Education Corporation
- Possess the ability to establish and maintain appropriate working rapport with others
- Possess the ability to deal with conflict, mediate, and problem solve

QUALIFICATIONS:

- Grade twelve diploma or equivalent certification
- Classroom Assistant Certificate/ Early Childhood Diploma/Social Services Diploma or commitment to obtain
- 1 year related work experience would be an asset
- Strong communication, English, and mathematical skills
- Knowledge of Anishinaabemowin, culture, and traditions an asset
- A clean criminal record check and vulnerable sector check.
- Possess the ability to manage a reasonable workload; effective priority-setting and follow-up

Along with a resume and cover letter and three references. Applications will be accepted until **Wednesday, December 1, 2021 at 4:00 p.m.**

PLEASE SUBMIT APPLICATION BY MAIL (marked as confidential), E-MAIL, IN PERSON, OR FAX TO:

**Kiizhik Education Corporation
Attention: Human Resources Manager
598 Lakeview Drive, Kenora, ON P9N 3P7
Telephone: (807) 468-5551
Fax: (807) 468-3908
e-mail: sricklefs@bimose.ca**

Late applications will be returned. Only those applicants selected for an interview will be contacted.