



Tsi ionterihwaienhstahkwa ne Kahwatsiranó:ron  
Step-By-Step Child and Family Center  
P.O Box 771  
Kahnawake Mohawk Territory, QC J0L 1B0  
Tel: (450) 632-7603  
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## **JOB OPPORTUNITY**

### **KAHNAWAKE SUMMER STUDENT EMPLOYMENT PROGRAM 2026**

<b>POSITIONS</b>	Five (5) Classroom Assistants <ul style="list-style-type: none"><li>• Two (2) High School Students</li><li>• Two (2) Cegep Students</li><li>• One (1) University Student</li></ul>
<b>DURATION</b>	High School Students 8 weeks (June 22-August 14) Cegep Students 10 weeks (June 8-August 14) University Student 12 weeks (May 25-August 14)
<b>HOURS</b>	Full-Time 30 hours/week – schedule to be determined
<b>SALARY</b>	Based on level of education according to the KSSEP and Step by Step Salary Scales: Level B - High School \$16.60/hour Level C - Cegep \$22.40/hour Level D - University \$22.78/hour

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#### **RESPONSIBILITIES**

Under the supervision of the Teacher/Classroom Coordinator, the Students will adhere to the Mission, Policies and Procedures of the Center. The student supports the implementation of the holistic inclusive Early Childhood Education program.

#### **QUALIFICATIONS/REQUIREMENTS**

- High School (minimum grade 10), Cegep or University
- Preference given to those students who are pursuing their studies and/or taking courses in Early Childhood Education or related field
- Experience working with young children is an asset
- Must be registered with KSSEP (Tewatohnhi'saktha)

**APPLY TO** Please submit a letter of intent, CV, and the names and contact information of two (2) references to:

Step by Step Child and Family Center  
Natasha Meloche, HR Administrative Support  
[natasha.meloche@stepxstep.ca](mailto:natasha.meloche@stepxstep.ca)

#### **DEADLINE TO APPLY**

High School	Friday, May 29, 2026
Cegep	Friday, May 22, 2026
University	Friday, May 8, 2026

*\*ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR AN APPLICATION TO BE CONSIDERED\**



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## JOB DESCRIPTION

### General Information

**Job title:** Classroom Assistant  
**Sector:** Education  
**Terms:** Summer Student  
**Supervisor # 1:** Teacher/Classroom Coordinator  
**Supervisor # 2:**  
**Date of Job Description:** April 2017  
**Date of Revisions:** March 2018, March 2023

### General Description of the Job

Under the supervision of the Teacher/Classroom Coordinator/Lead the student supports the implementation of the holistic inclusive early childhood education program.

### Description of the Job

Responsibilities	Tasks
<p>To support the classroom team in the implementation of the early childhood education program.</p>	<ul style="list-style-type: none"> <li>- Assists the teacher/lead in running the day to day program according to the teacher's plan</li> <li>- Performs all duties assigned by the teacher/lead</li> <li>- Implements age appropriate activities according to the teacher/lead's plan.</li> <li>- Helps maintain a positive, pleasant and productive atmosphere in the classroom</li> <li>- Implements activities according to teachers plan and goals</li> <li>- Implements toilet training, dressing, feeding and rest programs</li> <li>- Sets up bulletin boards and classroom learning centers</li> <li>- Washes and dries clothes and dishes</li> <li>- Cleans and disinfects toys</li> <li>- Manages the lunch and recess programs</li> <li>- Cleans and sets up classroom at end of day</li> <li>- Assists with running gym and outside activities</li> <li>- Helps with teaching of Mohawk language</li> <li>- Maintains library in neat condition, class books, repairs books, shelves books, keeps track of inventory</li> <li>- Brings to the attention of teachers/leads any suggestions or complaints concerning a child.</li> <li>- Supports the needs of children</li> </ul>

<b>Responsibilities</b>	<b>Tasks</b>
To lead and instruct small groups, circles (as required)	<ul style="list-style-type: none"> <li>- Takes on a leader role in small group/circle/activities</li> <li>- Manages small group activities</li> <li>- Supports children with self-control, self-confidence and self-esteem</li> </ul>
To support good communications with parents, families and the community.	<ul style="list-style-type: none"> <li>- Promotes a positive image for the center and resources</li> <li>- Welcomes parents and/or families using positive relationship building techniques</li> <li>- Informs teacher on health, social and security issues concerning a child</li> <li>- Directs parents to the appropriate person regarding any concerns, suggestions or requests.</li> </ul>
To perform any and/or other job related duties as required by the position	<ul style="list-style-type: none"> <li>- The duties must be job relevant and related to the Vision, Mission and Mandate of the center</li> <li>- All duties will take into consideration the knowledge, skill and ability of the individual</li> </ul>
<b>Working Conditions</b>	
<p>The employee must be familiar with the use of general classroom, kitchen and office equipment such as (but not limited to): computer, printer, fax machine, laminator, camera, video, dishwasher, etc.</p> <p>The employee must be able to work under pressure and in high stress situations.</p> <p>The employee is regularly expected to sit, stand, crouch, kneel and lift while performing the duties of the job.</p> <p>The employee is expected to work in different temperature (i.e. outside and in classroom).</p> <p>The employee is required to be flexible. He/she may be required to work different shifts and within different teams.</p>	
<b>Contacts</b>	
<p><b>Teacher/Classroom Coordinator:</b> to work under direct Supervision</p> <p><b>Resource Team:</b> to work in collaboration with</p> <p><b>All Staff:</b> to answer or direct any job related inquiries to appropriate person</p> <p><b>Children &amp; Families:</b> to discuss any general classroom procedures or matters as directed by his/her supervisor</p>	

**Accountability**

- To assure wellbeing and safety of children when teacher is not in class
- To help deliver a quality early childhood education program
- To maintain confidentiality
- To adhere to the safety of children, staff and parents when on premises
- To provide quality care
- To maintain a positive image of the center for the public, families, and children

**Qualifications**

**Certification and/ or level of formal education:**

- University, Cegep OR
- High School minimum Secondary 4 (grade 10), and have an interest in pursuing studies in Early Childhood Education or related field
- CPR, First Aid (specific to Child Care) is an asset
- Experience working with young children
- Must not be guilty of a criminal offense in a matter related to the job (18 years old +)

**Skills requirements:**

- Strong interpersonal skills
- Capable of working in a team setting within an inclusive environment
- Ability to organize, priority and multi-task
- Ability to demonstrate initiative, creativity, flexibility and sensitivity
- Ability to communicate with and guide the behavior of young children
- Knowledge of Mohawk culture and language is an asset, willingness to learn is essential
- Capable of working in English

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date