



### General Information

**Position Title:** Classroom/Subject Teacher  
**Reports To:** School Principal, Associate Director of Education  
**Direct Reports:** n/a  
**Date:** July 2024

### About Kahnawà:ke Education Center

The Kahnawà:ke Education Center is an administrative body responsible to deliver locally controlled elementary and secondary school programs and services for Kateri School, Karonhianóhnhha Tsi lonterihwaienstakhwa, and the Kahnawake Survival School. The KEC administers and supports post-secondary programs and their clients.

The KEC is governed by the Kahnawà:ke Combined Schools Committee (KCSC) who are responsible to maintain and uphold all legislation, policies and procedures of the KEC.

### Position Summary

The main purpose of the Classroom/Subject Teacher role is to plan, organize and implement a standards-based instructional program that guides and encourages students to develop and fulfill their academic potential while addressing their intellectual, social, physical and emotional needs.

### Key Responsibilities

#### Responsibility 1: Planning, Organization and Implementation of Instructional Program

- To plan, prepare and deliver lesson plans and instructional materials that facilitate active learning.
- To participate in school and student enhancement activities; activities may include various school committees, coaching sports, coordinating events, and intramural activities.
- To ensure short-term and long-term planning using weekly, monthly and yearly plans in order to maintain program sequence and continuity.
- To plan and conduct activities for a balanced program of instruction.
- To assist in the development of culturally relevant, integrated, cooperative and student-centered methods, materials and resources.
- To use a variety of communication techniques with an emphasis on questioning techniques, group discussions and student-centered conferences.
- To support the inclusion and integration of students with special needs.
- To participate in the development of Individual Education Plan (IEP) process with the Student Services Team and to weekly monitor and evaluate the IEP's.

#### Responsibility 2: Student Learning

- To encourage and monitor the progress of individual students and use information to adjust teaching strategies.
- To establish and communicate clear objectives for all learning activities.
- To instruct and monitor students in the use of learning materials and equipment.
- To provide a variety of learning materials and resources for use in educational activities.
- To encourage creative, experiential and cooperative participation of all students.
- To communicate necessary information regularly to students, parents and colleagues regarding student progress and student needs.
- To observe student's performance and development.
- To use relevant technology to support and differentiate instruction.



### **Responsibility 3: Student Assessment**

- To provide students with appropriate and timely feedback on their work.
- To assign and grade class work, homework, tests, projects and assignments in a timely fashion.
- To use a variety of evaluation methods and materials including observation, checklists, tests, conferences, portfolios, etc.
- To administer tests and exams in accordance with pre-established procedures in order to assess students' academic skills and learning on an ongoing basis.
- To prepare and submit the required report cards and forms within pre-established deadlines (3 times a year).
- To maintain accurate and complete records of students' progress and development.
- To participate in the required school and parent meetings.
- To oversee the behavior and conduct of all students throughout the school day.

### **Responsibility 4: Classroom Management**

- To organize a classroom as a learning environment that provides cooperative and independent work and study environment for all students.
- To integrate the school environment, the community and the natural environment to enhance student learning.
- To manage student behavior and maintain discipline in the classroom by establishing and enforcing rules and procedures in accordance with the disciplinary systems of KEC.
- To respond appropriately to students' needs, aptitude and learning styles.
- To collaborate with Resource Teachers, Special Education Technicians and other resources in regards to class integration of special needs students.
- To effectively implement tools and strategies to support special needs students.

### **Responsibility 5: Collaboration with KEC's Strategic Plan**

- To collaborate in developing, establishing and achieving KEC's philosophy, goals and objectives.
- To support the implementation of school's rules, policies and procedures regarding the general operation of the school.
- To participate collaboratively in the formative and summative evaluation process using the established Performance Appraisal process.
- To encourage parent and community involvement.
- To participate in appropriate professional activities.

## **Skill & Competency Requirements**

### **Core Competencies:**

The necessary core competencies for this position include:

- Strong interpersonal skills
- Exceptional leadership skills
- Sound judgement and critical thinking
- Teamwork
- Professionalism and high ethics standards



**Technical Competencies:**

Required technical competencies for this position include:

- Superior oral and written communication skills
- Strong language processing skills of reading, writing and spelling.
- Strong mathematics skills
- Strong computer skills and the ability to learn the school database system

**Education, Knowledge & Experience**

- Bachelor of Education degree or related field teaching OR working towards a Bachelor of Education degree and previous teaching experience OR Teaching certificate with a minimum of 3 years teaching experience
- Solid knowledge of subject matter for all subjects and courses in the assigned program of studies
- Knowledge of growth and developmental characteristics of children and/or adolescents
- Complete fluency and literacy in language of instruction