



### General Information

**Position Title:** Classroom/Subject Teacher  
**Reports To:** School Principal, Associate Director of Education  
**Direct Reports:** n/a  
**Date:** June 2023

### About Kahnawà:ke Education Center

The mission of the Kahnawà:ke Education Center is to provide the children who live in Kahnawà:ke with a solid and well-rounded education laying the foundation for their future careers. The mission of KEC is carried out by the Kahnawà:ke Combined Schools Committee (KCSC) as well as the administrative arm of KEC. The KEC is responsible for the operation and support of three schools in the Kahnawà:ke community and post-secondary administration.

### 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, Behavioral 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