



### General Information

**Position Title:** Educational Assistant  
**Direct Reports To:** Associate Principal  
**Secondary Reports:** Principal  
**Date:** May 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 Educational Assistant role is to assist the Classroom Teacher and Resource Teacher (“Teacher(s)”) in planning and implementation of the program of studies, developing individual education plans, classroom management and classroom organization.

### Key Responsibilities

#### Responsibility 1: Planning and Implementation of the Program of Studies (25%)

- To assist the Teacher(s) in achieving the goals and objectives for each subject or course in the respective program of studies for all students (throughout the document, the term “all students” refers to all students in the classroom including the students with special needs).
- To assist the Teacher(s) in adapting and establishing knowledge, skill and attitude instructional objectives for all lessons, units and themes for all students.
- To assist the Teacher(s) in adapting and utilizing culturally-relevant, integrated, holistic, cooperative, experiential, and student-centered methods, materials and resources for all students.
- To assist the Teacher(s) in developing and implementing evaluation methods and materials for all students.
- To assist the Teacher(s) in integrating the objectives of two or more subjects in planning lessons, units and themes for all students.
- To assist in developing and producing culturally-relevant and appropriate materials to integrate the programs for all students.

#### Responsibility 2: Development of Individual Education Plans (IEP's) (30%)

- To assist the Teacher(s) in developing and implementing the IEP's for all students and in particular for students experiencing difficulties and students with special needs.
- To assist in implementing the objectives of the IEP by working with individuals or small groups using methods, materials and equipment described in the respective education plans.
- To assist in monitoring and evaluating the achievement of the objectives of the IEP using methods and materials described in the respective plan.
- To assist the Teacher(s) in reporting student progress as per their respective IEP to the Student Services Team and to the parents.
- To assist in preparing materials and equipment to use in integrating the IEP plans.



### Responsibility 3: Classroom Management (30%)

- To assist the Teacher(s) in establishing and maintaining classroom rules, routines and procedure that are consistent with school and system philosophy and policy, particularly during the first six weeks of school.
- To use cultural values, such as respect and to guide all students to use appropriate behaviour and language.
- To assist the Teacher(s) in implementing classroom routines that enable all students to develop responsibility to work independently and cooperatively.
- To assist the Teacher(s) in managing and resolving student conflicts, particularly related to bullying and unacceptable behaviour using effective behaviour methods, including conflict resolution and peer mediation.
- To assist the Teacher(s) in providing an open atmosphere in which all students feel invited, accepted and wanted.

### Responsibility 4: Classroom Organization (15%)

- To assist the Teacher(s) in providing a classroom environment that is safe, pleasant, aesthetic, stimulating and conducive to learning.
- To assist the Teacher(s) in creating relevant and appropriate educational displays and centers that reflect current themes and projects and that reflect the Kanien'kehá:ka culture and language.
- To assist the Teacher(s) in maintaining accurate, effective, and organized records that include curriculum maps, plan books, programs of studies, timetables, classroom registers, student progress and cumulative reports and files, and inventory records.
- To assist the Teacher(s) in using classroom space and equipment effectively and with concern for security and maintenance.

## Skill & Competency Requirements

### Core Competencies

The necessary core competencies for this position include:

- Strong interpersonal 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

## Education, Knowledge & Experience

- A Child Care Certificate or a Teaching Certificate completed or in progress and experience in working with children or teaching children.
- Inclusive Education Certificate is an asset
- Special education background
- Solid knowledge of subject matter for all subjects and courses in the assigned program of studies
- Knowledge of current trends in Education
- Knowledge of Kanien'kehá:ka and Kahnawà:ke culture and people
- Complete fluency and literacy in language of instruction