



General Information

Position Title: Student Mentorship Coach
Reports To: Associate Principal
Secondary Direct Reports: School Principal
Date: December 2025

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, Karonhianonhnha Tsi lonterihwaienstahkhwa, and the Kahnawake Survival School. The KEC administers and supports post-secondary programs and 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 Student Mentorship Coach role is to organize, maintain, and integrate a program, which will address the social, emotional, academic and spiritual needs of the students at Kahnawà:ke Education Center. The services within this program will have a strong teaching component providing students with strategies for change, which will enhance feelings of self-worth and success in the school system.

Key Responsibilities

Responsibility 1: Plan, Implement and Monitor Student Support Room Services

- To manage the services and activities of the Student Support Room (Ka'nikonhrí:io, Skennen:kowa, and Tsitsontha hara:tha rooms).
- To ensure the Student Support Room approach is rooted in Tsi Nionkwariho:ten values and teachings.
- Utilizing a trauma informed approach, provide a safe environment where students can re-group, problem-solve, and practice coping skills through the use of various strategies
- To support the integration of programs and services that support student self-esteem and prevent bullying in the school and classroom.
- When necessary, support the process of rebuilding trusting relationships between student and staff
- To develop and document individual methods to promote student wellness
- To follow the established referral/self-referral process.
- To collect and summarize data associated with the Student Support Room to make informed decision which support student and school needs.
- To teach students how to manage their conflicts, aligned with school and classroom protocols
- To manage the school breakfast program
- Host events and activities that bring parents and families into the school
- To effectively manage the promotion of programs and outreach to parents within the school
- Other related duties

Responsibility 2: Collaboration and Communication

- To determine the best course of action for student success in collaboration with the student, parent, teachers and student services team.
- To collaborate with other internal and external student support programs available to students
- To establish recess activities to promote positive playground behaviors.
- To plan, develop, organize or access support services and groups for students.
- To provide and promote training programs and workshops for teachers focusing on inclusion.



- Preparation of a monthly report based on data collected (incident reports, student incidences, and services provided)
- To collaborate and partake in Student life/activities
- To lead the student absenteeism committee
- Other related duties

Skill & Competency Requirements

Core Competencies:

The necessary core competencies for this position include:

- Strong interpersonal skills
- Excellent management, organizational and problem-solving skills
- Solid motivational skills, adaptability and flexibility
- Positive attitude and desire to help others
- Teamwork
- Professionalism and high ethics standards

Technical Competencies:

Required technical competencies for this position include:

- Excellent oral and written communication skills
- Ability to teach various subjects
- Ability to establish a strong rapport with students, families and school staff
- Ability to handle physically/emotionally demanding children
- Ability to keep accurate student records and statistics on client use of room (students, staff, parents)

Education, Knowledge & Experience

- Bachelor's degree in Human Relations or other related field
- Experience in running support groups and conflict management groups is a requirement
- Counselling background is an asset
- Knowledge of the Kanien'kehá:ka culture, and socio-economic issues.
- Knowledge of effective student management techniques, including crisis management, conflict resolution, behavioral differences and emotional disturbances, individual and group counselling techniques.
- Experience working with various grade (age) levels.
- Complete proficiency in Kanien'kéha and English language.
- Proficiency in French language is an asset.