

Education Assistant (Secondary School)

Date of Posting:

 November 24th, 2017

Closing Date:

 December 4th, 2017

Overview:

In the SNP-STEAM ACADEMY, students earn a high school diploma, an industry-recognized college diploma, and gain relevant work experience in the technology field of study. The school creates a seamless program for students to acquire the academic, technical, and workplace skills and knowledge that employers need.

The Education Assistant (EA) and the teacher are a team. The EA is assigned to meet the needs of specific students and/or program needs within the school. The teacher is ultimately responsible for the education of all students in the class and the EA serves as a support for both the teacher and the students.

Responsibilities:

The duties of this position will include, but are not limited to the following:

- Assist students with lessons under direct supervision of classroom teacher
- Assist special needs students through their recognized challenges in a manner that supports student learning and creation of a positive learning environment
- Assist with marking of tests and worksheets
- Assist with classroom inventory
- Assist in school library or office and perform other duties assigned by a school principal
- Assist the teacher in the completion of daily paperwork utilizing various computer programs
- Monitor and report to classroom teacher on student progress
- Monitor students during a break or noon hour
- Accompany and supervise students during activities outside the classroom, including the gymnasium, laboratories, libraries, resource centres and on field trips etc.
- Prepare classroom displays and bulletins
- Operate or assist teacher in operation of projectors, tape recorders and other audio-visual or electronic equipment
- Carry out behaviour modification, personal development and other therapeutic programs under supervision of professionals such as special education instructors, psychologists or speech-language pathologists.

Qualifications

The successful applicant must have:

- Grade 12 and experience/training working with young people is required.
- A college diploma in the human services field including Early Childhood Education (ECE), Youth Care Worker (YCW), Educational Assistant (EA), etc. is preferred
- Experience dealing with children with a variety of physical and intellectual disabilities and behavioural or other learning difficulties would be an asset

Criminal Record Check

The Education Assistant will be required to provide an original Criminal Background Check –Vulnerable Sector Screening that is satisfactory to the employer prior to the first day of work at SNP-STEAM ACADEMY, and an Offence Declaration that is satisfactory to the EMPLOYER by August 31 of each year in which he/she is employed by Six Nations Polytechnic.

Knowledge, Skills and Abilities:

1. A general current knowledge of Hodinohsó:ni' history, culture, values, contemporary issues, community priorities and stakeholders.
2. A background in or knowledge of STEM/STEAM pathways is an asset.
3. High level of communication skills.
4. Flexibility in learning new program areas or approaches.
5. Demonstrated experience in working with young people and youth.
6. Sound interpersonal skills and good professional judgement.
7. Ability to work under pressure to meet deadlines.
8. Ability to work both independently and in a team work setting demonstrating Hodinohsó:ni' values of Ga'nigoḥi:yo:/Ka'nikonhri:yo.
9. Ability to demonstrate working knowledge in operating a computer system with spreadsheets, word processing, database applications and Windows 2010 or later.

Salary:

This full time position (37.5 hours/weekly) will be compensated commensurate to the incumbent's combined qualifications and experience.

APPLICATION PROCEDURE:

Applications will be accepted until **December 4th, 2017.**

1. A **cover letter** outlining relevant experience and qualifications. Please reference areas identified within the contract posting (i.e. fields of demonstrated excellence).
2. A **curriculum vitae/resumé** outlining relevant experience, educational background
3. Names and contact information for **three professional, community, and/or academic references.**

All application materials can be sent to the attention of: Mr. Aaron Hobbs, Principal

Email: Aaron.Hobbs@snpolytechnic.com With STEAM ACADEMY- EDUCATION ASSISTANT in subject line.

Or in a sealed envelope mailed/hand delivered, clearly marked "STEAM ACADEMY-EDUCATION ASSISTANT" to:

Six Nations Polytechnic Inc.
 2160 Fourth Line Road
 PO Box 700
 Ohsweken, Ontario N0A 1M0

OR

Six Nations Polytechnic – Brantford Campus
 411 Elgin Street
 Brantford, ON N3S 7P5

We thank all applicants for their interest however, only those candidates selected for interviews will be contacted.