

COUCHICHING FIRST NATION – JOB DESCRIPTION



Special Education Assistant

Primary Function:

Reporting directly to the Education Manager and under the general supervision of the Teachers, Principal and Special Education Resource Teachers, the Special Education Assistant is responsible to assist with the delivery of the programs of the Couchiching First Nation children as determined by the Teachers and Principal. The role of the Special Education Assistant will be influenced by the needs of the students. Training required to perform the duties of the position will be provided by the immediate supervisor (s) or other qualified personnel.

Duties and Responsibilities:

- Assist students with special educational needs.
- Assisting in classroom management and students' performance.
- Assist students with schoolwork such as assignments.
- Set up classroom materials or equipment.
- Supervise school or student activities.
- Provide universal supports for learning in collaboration with the teacher and principal.
- All other duties as assigned.

Qualifications:

- College diploma in Education plus one-year experience or Secondary school diploma and two years' experience.
- Effective oral and written communication skills.
- Adaptable to students needs.
- Must be able to function as a team member.
- Flexibility to meet the varied needs of the students.
- Must enjoy working with children.

Conditions of Employment:

- Successful completion of a Criminal Record Check of the Vulnerable Sector Type
- Acknowledgement and agreement to all CFN Policies, Procedures and Guidelines upon hire.

Application Instructions:

Applications should include resume and cover letter outlining your education, work experience and related qualifications.

Submit application to the Human Resources Manager at elisa.mcleod@couchiching.ca