



SIX NATIONS POLYTECHNIC (SNP) STEAM ACADEMY
Location: 411 Elgin Street Brantford ON

EDUCATIONAL ASSISTANT (Secondary School)

Date of Posting: Monday, May 14, 2018

Closing Date: Friday, May 25, 2018

Overview: At 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 to achieve success. The Hodinohsó:ni' values of Ga'nigohi:yo:/Kanikoriiio are the foundation of our daily interactions and instruction.

We are currently looking for several dynamic, innovative and collaborative Education Assistants to join our school. This position will commence September 2018, for the school year ending June 2019 (probationary period included) with the possibility for renewal pending successful performance reviews.

The Educational Assistant will work with teachers, parents, administration, support staff and community partners to ensure the success of all students at our unique and dynamic school.

Responsibilities: Working under the direction of the SNP STEAM Academy Principal, the Educational Assistant 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 Educational Assistant serves as a support for both the teacher and the students.

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 to achieve daily success in a manner that supports student learning through the creation of a positive and safe learning environment
- Assist with marking when appropriate
- Assist with classroom inventory
- Assist in school library or office and perform other duties assigned by the principal/vice principal
- Assist the teacher/students by using various computer programs (Kurzweil, speech to text, etc.)
- Monitor and report to classroom teacher on student progress consistently and regularly
- Document daily activities/schedule
- Monitor students during breaks 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/students in operation of audio-visual or electronic equipment
- Under supervision of the teacher, carry out strategies provided by professionals such as special education instructors, psychologists or speech-language pathologists
- Participate in parent conferences with the teacher/administration when requested

Qualifications and Experience Applicants must have:

- A relevant post-secondary qualification including but not limited to: a college diploma in the human services field including Early Childhood Education (ECE), Youth Care Worker (YCW), Educational Assistant (EA), OR
- A number of years of successful experience working with young people
- Knowledge of current best practices in schools

Skills/Abilities/Knowledge Applicants should be able to demonstrate:

- A general current knowledge of Hodinohso:ni history, culture, values, contemporary issues, community priorities and stakeholders
- A background in or knowledge of STEM/STEAM pathways
- High level of oral and written communication skills
- Flexibility in learning new program areas or approaches
- Sound interpersonal skills, professional judgement and decision-making ability
- Ability to work both independently and in a team work setting demonstrating Hodinohsó:ni' values of G'anig̃hi:yo:/Kanikorii
- Able to use computer applications such as spreadsheets, word processing, and various database applications.
- Knowledge of current and innovative learning strategies for working with students with varying learning requirements in groups or on an individual basis.
- Ability to assist in evaluation and assessment of student needs
- Experience working with Indigenous students is considered an asset
- Experience dealing with students/adults with a variety of physical, intellectual and behavioural disabilities or other learning difficulties is considered an asset
- Special Education Courses are considered assets
- First Aid and CPR are considered assets

Application Procedure: Applicant will submit the following in full:

- Cover letter outlining how the applicant meets the qualifications, experience, skills, abilities and knowledge expectations outlined above.
- Curriculum vitae/resumé outlining relevant experience and education.



- References including names and contact information for 3 professional, community and/or academic references, one of whom shall be from your current/most recent place of employment.

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 each year in which he/she is employed by Six Nations Polytechnic.

Salary:

This full time position will be compensated commensurate to the incumbent's combined qualifications and experience.

All application materials can be sent to the attention of: Patricia Greene at:
Patricia.Greene@snpolytechnic.com

Please put **SNP STEAM ACADEMY- EDUCATION ASSISTANT** in the subject line.

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

Six Nations Polytechnic Inc. (SNP STEAM Academy)
2160 Fourth Line Road,
PO Box 700
Ohsweken, Ontario N0A 1M0

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