



Employment Opportunity

Educational Assistant

Department: Education - Nipissing
Posting Date: September 1, 2023
Location: Nipissing First Nation, ON
Schedule: Standard Work Week
Job type: Full Time/ Contract
Vacancies: 1
Reports To: Director, Education
Starting Salary: 22.52/hr.

Nipissing First Nation is currently seeking a dedicated and compassionate Educational Assistant (EA) to join our team as one of the front-line providers of educational programming to students in our school. The EA will work in close collaboration with classroom teachers, Special Education teachers, the Student Success teacher, and the school Principal. The primary focus of this role is to deliver tailored educational programs under the guidance of teachers, addressing the specific needs of identified students and fulfilling distinct programming requirements within the school.

What you'll do in the role

- Work with the Special Education Teacher and classroom teachers to support students who have IEP accommodations and modifications to support the understanding and completion of assignments.
- Collaborate with the teacher regarding the students' progress and required support.
- Work with the Mental Wellness Lead to support students' mental wellness accommodations and modifications in the classrooms
- Provide input and data for the development of Individual Educational Plans (IEP) and may attend IPRC meetings as part of the support team.
- Provide/deliver direct instruction to the student, provided that the teacher or the team have prepared lessons with objectives, teaching strategies and evaluation criteria.
- Provide feedback to the teacher so that she/he can effectively report and communicate with parents.
- Assist with specialized programming and assistive technology training.
- Support classroom management strategies with direction from the classroom teacher.
- Conduct student assessment and evaluation through observation, recording and data collection under the direction of the classroom teacher.
- Assist students with special needs in small groups and/or one-to-one with direction and guidance from the teacher.
- Promote inclusion of the students through effective communication and involvement with all staff and students.
- Must be computer literate and be proficient with Google Drive, electronic mail, and be able to quickly learn and use other educational programs (ex. PowerSchool, Google Apps for Education, other SIS etc.)
- Assist large groups while teachers work with individuals or small groups.
- Help to ensure a safe environment through supervision of students during arrivals, transitions, departures and in the classroom in the event of the teacher's brief unscheduled absence.
- Encourage student independence and the development of individual students.



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- Respect and support the teacher's expectations for the tone in the classroom.
- Attend regular staff meetings.
- Attending Professional Development sessions.
- Maintain positive, supportive, professional relationships within the education community.
- Be receptive to additional responsibilities indicated by the Administration and Teachers.
- Additional Duties include but are not limited to:
 - Assist with the Breakfast Program.
 - Assist with Lunch and After School Homework Clubs
 - Assist with the organization of the resource room, kitchen, and storage areas.
 - File course outlines, student work, student portfolios.
 - Create signage, bulletin boards, posters etc.
 - Maintain/update student incident reports in SIS as required.

Just a few reasons to join Nipissing First Nation

- Opportunity to work with a dynamic team with career growth across multiple departments.
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages, and a safe working environment.
- On-the-job training to support your success in the role.
- Casual dress

What you bring to the table

- Respect for Indigenous culture and willingness to learn Ojibwe.
- Must have a Developmental Service Worker Diploma, or Education Assistant Certificate or equivalent education in a related field.
- Must have the ability to support students academically at the secondary level in subjects such as English, Math, Science, and Geography.
- Must be computer literate and be proficient with Google Drive, electronic mail, and be able to quickly learn and use other educational programs (ex. Powerschool, Google Apps for Education, other SIS etc.)
- Must have respect for Indigenous culture and willingness to learn Ojibwe.

Application Deadlines:

Nipissing First Nation adheres to the following process for our recruitment practices.

Closing September 15, 2023 - 1st Round

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Two

Closing September 22, 2023 - 2nd Round

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application



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- Applicants who are considered Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Three

Closing September 29, 2023 - 3rd Round

- Opportunities are open to all applicants (status and non-status)
- The posting will be open until filled.

If you are excited by this opportunity and want to be a part of Nipissing First Nation, please apply online by emailing your cover letter and resume to resumes@nfn.ca no later than 4:30pm on the application deadline noted above.

Are you a member of NFN? If so, please read below:

- ✓ *Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions.*
- ✓ *Work experience and training opportunities are taken into consideration when screening applications.*
- ✓ *Nipissing First Nation members are encouraged to apply to all rounds of employment postings.*
- ✓ *As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.*

Miigwech to all applicants for their interest; however only those selected for an interview will be contacted.