



Educational Assistant

Department: Education
Posting Date: Friday April 11, 2025
Location: Duchesnay
Schedule: Standard Work Week/35hr
Job type: Full-time/Contract
Vacancies: 1
New or Existing Position: Existing
Reports To: Principal
Starting Salary: \$ 42,642.60

Nbisiing Secondary School is seeking a caring and dedicated **Educational Assistant** to support student learning and well-being in the classroom. The successful candidate will work under the direction of a teacher to assist students with academic, social, and behavioral development, while helping to create an inclusive and supportive learning environment.

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.
- 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.
- Assist large groups while teachers work with individuals or small groups.
- Encourage student independence and the development of individual students.
- Respect and support the teacher's expectations for the tone in the classroom.
- Attend regular staff meetings.
- Attend Professional Development sessions.
- Maintain positive, supportive, professional relationships within the education community.
- Be receptive to additional responsibilities indicated by the Administration and Teachers.



Employment Opportunity

- Seek professional development to improve skills.
- Assist with the Breakfast Program.
- Assist with Lunch and After School Homework Clubs
- File course outlines, student work, and student portfolios.
- 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
- Education Assistant Certificate or equivalent education in a related field or equivalent work experience.
- 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.)
- Experience working with children or youth, particularly in an educational setting
- Strong interpersonal and communication skills
- Ability to maintain confidentiality and professionalism
- Patience, flexibility, and a genuine passion for helping students learn and grow

Application Deadlines:

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

Closing April 25th, 2025 - 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 May 2nd, 2025 - 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



Employment Opportunity

- 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 May 9th, 2025 - 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.