



**SHAWANAGA FIRST NATION  
EDUCATION DEPARTMENT  
EMPLOYMENT OPPORTUNITY**



**INTERNAL/EXTERNAL POSTING**

**Title: On-Call Education Assistants (EA)  
Shawanaga First Nation Education Department**

**Date Posted: September 26, 2022**

---

**Job Summary:**

Under the direction of the Band Administrator(s), along with the Education Administration, The Education Assistant will work with students either individually or in small groups in an individual work area. The EA is to work closely with the classroom teachers to ensure that student's academic and social needs are being met. This position is at the Kinomaugewgamik Elementary School located on the Shawanaga First Nation reserve.

**Education Assistant Duties include:**

- Engage in positive collaboration for planning, designing, preparing, and implementing an early learning environment and enriched curriculum that addresses children's development, abilities, special talents, interests, style, and pace of learning in conjunction with the Kindergarten Teacher. Participate in team and parent communication and meetings as required
- Work in collaboration with the Classroom Teacher to ensure ongoing tracking of child progress *via* journals, observations, assessment tools and student portfolios
- Cooperate and work as a team member to provide a relevant and meaningful education to students
- Working with students inside the classroom and as needed outside the classroom setting
- Work under the direction of the assigned Teacher and Administration
- Work as a team member to provide a relevant and meaningful education
- Follow the procedures and policy of Shawanaga First Nation and Education Department
- Professional presentation, effective human relation skills, and confidentiality always
- Other duties as may be assigned by the Kinomaugewgamik Administration staff

**Education Assistant Qualifications Include:**

- Preference of successful completion of post-secondary Diploma with related experience in an early learning environment (with an educational setting)
- Strong ability to communicate effectively and in a sensitive and courteous manner with children, teachers, staff, parents, and community members
- Proven ability to thrive in a team environment
- Proficiency in computer applications (word processing, email, and internet)
- Strong organizational and time-management skills
- Valid driver's license

- Provide a C.P.I.C. (Police Vulnerable Sector Check)
- CPR and First Aid training a definite asset
- Three references and letter of permission to contact those references to be included.

**Closing date: Posted Until Position is Filled**

Only those who qualify for an interview will be contacted, thank you for your interest.

Please submit a cover letter, resume, and three (3) recent work-related reference letters with the current contact information **via email only** to:

Lucia Weatherley Administration, Manager, Education Department  
Shawanaga First Nation Email: [administration.edu@shawanagafirstnation.ca](mailto:administration.edu@shawanagafirstnation.ca)

*lew-September 2022-Personnel*