



Chippewas of RAMA  
First Nation

## Employment Opportunity

Job Title: **Education Assistant**  
Job Code: EDU376  
Department: MKES  
Reports to: Principal

Date Posted: 7/Feb/23  
Date Closed: 21/Feb/23  
(5:00 pm)

**\*\*SPECIAL PROJECT FOR REGISTERED RAMA MEMBERS OR SPOUSE/CHILD OF MEMBER\*\***

The Chippewas of Rama First Nation supports the United Nations Declaration on the Rights of Indigenous Peoples. Specifically, Rama supports the training, education and employment of Indigenous People.

Employment Classification: On-Call

Availability & Term: Approx. Start date: February 2023

Remuneration: \$20.74 per hour

### JOB PURPOSE/SUMMARY

Responsible for assisting the teacher in supervising and implementing the daily routines within the planned program/curriculum and providing support to students to achieve success and fully participate in the educational environment in a safe and supportive manner.

### QUALIFICATIONS

**Education:** College 1-3 years in a related field.

**Skills and Abilities:**

- Excellent communication and interpersonal skills.
- Ability to work collaboratively with other team members
- First Aid/CPR within the first 3 months.

**Experience:**

- 1-3 years experience working with children with exceptionalities.
- Experience as an Education Assistant an asset.
- Awareness of the Ojibway Language and Culture an asset.

**Other:**

- A Vulnerable Sector Screening is required for this position.

Qualified applicants may submit their cover letter and resume to the attention of:

Charlene Benson, Human Resources Manager  
Chippewas of Rama First Nation  
5884 Rama Road, Suite 200, Rama, Ontario L3V 6H6  
Fax: (705) 325-4718 Email: [charleneb@ramafirstnation.ca](mailto:charleneb@ramafirstnation.ca)

**\*\* ONLY THOSE APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED \*\***

Rama First Nation is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise Human Resources if you require any accommodation to ensure you can participate fully and equally during the recruitment and selection process.

**The Chippewas of Rama First Nation - A Proud, Progressive First Nation Community**



## Job Description

Job Last Updated: 25/Apr/22

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### **KEY JOB FUNCTIONS/RESPONSIBILITIES**

- Work one on one and in small groups with students needing extra assistance.
- Assist with the learning needs of all the children in the classroom.
- Assist in planning the program for the children to enhance each child's overall growth & development.
- Assist children in routine procedures such as eating, dressing, toileting.
- Keep alert to children's needs in order to reinforce positive behaviour and to develop interaction.
- Assist with the upkeep of classroom equipment, toys, tidying up after creative and meal time activities.
- Assist with the set up of creative materials for indoor/outdoor use.
- Assist in the supervision of the playground.
- Assist in escorting on trips.
- Follow MKES rules/procedures/protocols.
- Keep the teacher/Principal/parents informed.
- Maintain daily written records as required.
- Participate in all school functions including: Christmas and Spring concerts, MKES BBQ, field trips, etc.
- Work as a team member with children, teachers, administrative staff and parents.
- Participate in fundraising, educational retreats, committees, community events and team meetings.
- Assist in reporting/documenting serious occurrences/accidents/illness to Teacher/Principal.
- The duties and responsibilities outlined above are representative but not all inclusive.