



MOHAWKS OF THE BAY OF QUINTE

KENHTEKE KANYEN'KEHÁ:KA

HUMAN RESOURCES, ADMINISTRATION OFFICE
24 Meadow Drive, Tyendinaga Mohawk Territory, ON K0K 1X0
Phone 613-396-3424 Fax 613-396-3627
Website: www.mbq-tmt.org

EMPLOYMENT OPPORTUNITY

Position Title: Education Assistant (2 Positions)

Posting Type: Internal

Program: Quinte Mohawk School

Location: Tyendinaga Mohawk Territory, ON

Position Type: Full Time (2 Positions)

Duration: Permanent Position 10 month term

Posting Closes/Deadline: July 17, 2022, at 11:59 p.m.

Tentative Interview Dates: Late July

Salary Range: \$37,834 to \$47,057

About Us:

Mohawks of the Bay of Quinte (MBQ) is a vibrant First Nation community located on the beautiful shores of the Bay of Quinte. We are located approximately 20 minutes from Belleville, ON and centrally located between Toronto and Ottawa. There are approximately 11,000 registered members with approximately 2200 residing in Tyendinaga. MBQ is an employer that prides itself on diversity and fairness, providing a progressive working environment that fosters culture, positivity, and growth.

Reporting:

This position will report to the Principal of Quinte Mohawk School

Summary of Main Responsibilities:

- Model, encourage and support safe, healthy, respectful learning environments with a focus on promoting cultural experiences and values
- Assist classroom teacher with the delivery of the instructional program
- Assist with the development and delivery of various levels of academic programming, including modified resources and programming, on the Tyendinaga Mohawk Territory
- Preparation of classroom material and assist in program and lesson planning
- Provide individualized assistance to students to address their academic learning needs
- Follow through with the implementation of IEP expectations in consultation with the teacher
- Assist in monitoring and implementing behavior modification
- Assist in carrying out health care procedures as identified by the health care support team
- Assist classroom teacher with the supervision of students on site and off site as part of the classroom program
- Liaise with parents, staff and other supports of students
- be responsible for the safety and care of children in the formal / informal educational environment
- Other duties as assigned.

Requirements:

- Must have excellent verbal & written communication skills, interpersonal skills
- Excellent interpersonal, and group facilitation skills
- Must be able to maintain a positive attitude and a patient, understanding approach with children
- Knowledge of the educational system as it pertains to Indigenous children
- Knowledge of related Education legislation and Acts
- High level of confidentiality of information and appreciation for need for tact, discretion and a positive, cheerful and informed approach with students, staff and parents
- High sensitivity and admiration for Mohawk and Indigenous issues and community concerns
- Must be able to provide a Clear Vulnerable Sector Criminal Reference Check
- Must provide a valid class “G” driver license, and clear driver abstract

Behavioural Competencies:

- ☞ Must be an empathetic and non-judgemental person
- ☞ Must maintain strict confidentiality
- ☞ Be honest, respectful and trustworthy
- ☞ Possess cultural awareness and sensitivity
- ☞ Be creative and flexible
- ☞ Demonstrate sound work ethic
- ☞ Demonstrate keen attention to detail

Application Process:

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, fax or in person to:

By Mail: Mohawks of the Bay of Quinte By Fax: 613-396-3627
24 Meadow Drive
Deseronto, ON K0K 1X0 By Email: careers@mbq-tmt.org
ATTN: Careers

For more information or a detailed job description, please contact Human Resources at (telephone) 613-396-3424, (telephone or (email) careers@mbq-tmt.org

To find out more about Mohawks of the Bay of Quinte, please visit our website at www.mbq-tmt.org

- ☞ *Internal Postings are for members of MBQ or active employees only*
- ☞ *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- ☞ *MBQ is grateful for all who show interest in our First Nation and take the time to apply, however, only those chosen for an interview will be contacted*
- ☞ *Late applications will not be considered*
- ☞ *MBQ is an equal opportunity employer, as well, MBQ references Canada’s Aboriginal Employment Preferences Policy*
- ☞ *MBQ is currently conducting interviews via Microsoft Teams and follows all Community Health guidelines as they relate to COVID-19*