



MARTEN FALLS FIRST NATION #65

Ogoki Post, Ontario P0T 2L0 Tel: (807) 349-2509 Fax: (807) 349-2511

Classroom Assistant

Reports To

The Classroom Assistant reports to and is under the direct supervision of the School Administration.

Job Overview

The classroom assistant provides support to the students in the classroom under the direction of the classroom teacher and supervision of the school administration.

Responsibilities and Duties

The classroom assistant has the following duties under the direction of the classroom teacher and the supervision of school administration:

- Co-operate with classroom teacher in the discussion of classroom work assignments and planning of lessons in order to coordinate instruction efforts.
- Assist the classroom teacher in the preparation of materials and resources needed to carry out the lessons.
- Be actively involved during delivery of the lesson, circulating among the students, assisting those who need help, and providing additional support in overall classroom behaviour management.
- Be willing to take a small group of students to work with, whether in the classroom or in another assigned location.
- Use teaching techniques and strategies as directed by the teacher and school administration when working with a small group of students.
- Conduct classes in the absence of the classroom teacher following the daily plan.

- Help students individually if needed as directed by the teacher.
- Become familiar with and use the strategies and recommendations in the students' Individual Education Plan (IEP) documents.
- Assist teachers in student evaluation through observation, recording, and/or data collection.
- Assist the teacher in correcting student work and help with inputs when the teacher is preparing the Report Card comments.
- Ensure ongoing professional growth through participation of in-service training sessions, procure general knowledge of student's needs, and participate in Professional Development activities.
- Carry out school supervision duties as scheduled and assist the teacher escorting the students out of the school at dismissal time.
- Arrive 15 minutes before class begins and stay 30 minutes after students leave school as set out in employee contracts and the Henry Coaster Employee Policy Manual.
- Maintain the Marten Falls First Nation Code of Ethics with staff and students and keep private all confidential information.

Qualifications

- Ability to speak the Marten Falls language is an asset
- Grade 12 or equivalent, or submit a plan to obtain
- Course work or program applicable to the position, or submit a plan to obtain
- Relevant experience working with children or young adults
- Ability to work independently and under supervision, as a key member of a team
- Understand and demonstrate confidentiality requirements
- An appreciation and understanding of the support required of students with special education needs
- A Criminal Records Check with the Vulnerable Sector Screening in the last thirty days.