

# MATAWA FIRST NATIONS MANAGEMENT



**Matawa**  
EDUCATION & CARE CENTRE

## Job Description

Matawa Education & Care Centre  
Special Education Resource Teacher

## **PURPOSE OF THE POSITION**

Under the direction and supervision of the Executive Director of the Education Department, Matawa Education and Care Centre (MECC) Principal and Vice Principal, the Special Education Resource Teacher is responsible for assisting in the development and implementation of special education programming for students and staff at the MECC. As a member of the (MECC) team, the Special Education Resource Teacher will follow MECC policies and procedures regarding special education and maintain up-to-date knowledge of special education practices.

## **SCOPE**

The MECC Special Education Resource Teacher will be part of the MECC team. The MECC Special Education Resource Teacher shall advocate for students, and provide direct instruction and intervention strategies to individual students or groups of students. This would include monitoring student progress and student needs, and ensuring those with special needs have appropriate accommodations for classroom and provincial assessments. The MECC Special Education Resource Teacher will administer formal and informal academic assessments.

The MECC Special Education Resource Teacher will form partnerships with classroom teachers to develop appropriate instructional and socialization strategies to meet student needs. The MECC Special Education Resource Teacher will collaborate with classroom teachers in the use of informal educational assessments and screens. Act as a resource to the classroom teacher in the development, implementation and monitoring of accommodations, modified/alternative learning expectations for identified and non-identified students.

The MECC Special Education Resource Teacher will assist the Special Education Coordinator in liaising with St, Joseph Care Group, and community and service organizations to form partnerships to support and enhance the school's special education program.

The MECC Special Education Resource Teacher will be subjected to highly confidential material in relation to the MECC, student information, assessments, etc. The MECC Special Education Resource Teacher shall conduct him/herself in a highly professional manner and must adhere to the appropriate guidelines regarding confidentiality as per Matawa First Nations Policies and Procedures and MECC Policy and Guidelines.

The MECC Special Education Resource Teacher will assist the Special Education Coordinator to ensure the student, parent, and classroom teacher actively participate in the Individual Education Plan process. Assist the Special Education Coordinator in coordinating case conferences as required.

The MECC is a dynamic school which continuously evolves to meet the academic needs of its students and other Matawa First Nations learners. The Special Education Resource Teacher will take a supporting role in the development of our special education program.

## **RESPONSIBILITIES**

- 1 Assist in the development and implementation of effective Special Education Programs for the MECC.

### Main Activities:

- Assists the MECC Special Education Coordinator in establishing an appropriate special education program;
- Assist in completing the Individual Placement Review Committee process and overseeing its implementation;
- Develop Individual Education Plan's (IEP's) in consultation with parents, teachers, students and others;
- Monitor the students' progress with reference to the IEP, review the program, and make revisions as necessary;
- Assist in providing educational assessments for exceptional students;
- Advocate for the needs of identified students;
- Work closely with the parent, and the student to develop and implement a transition plan (educational and career counselling); and
- Travel to Matawa First Nations communities as required.

2. Provide services to MECC students with special needs.

### Main Activities:

- Provide support for students with many types of disabilities;
- Observe students who are having difficulties in order to assist the classroom to identify appropriate educational expectations;
- Work with the classroom teacher to make accommodations to programs to increase the opportunity for student success;
- Withdraw students for specific basic skills training in reading, writing or mathematics skills;
- Provide advice on alternative assessment and evaluation techniques;
- Assistance in the development of students' study skills;
- Support to develop appropriate sensitivity and understanding of the needs of students with special needs within the classroom; and
- Collaborative problem solving.

3. Leadership

### Main Activities:

- Develop and enhance relationships with Matawa First Nation Education Authorities, parents and Education Counsellors;
- Advocate for student to ensure individual student needs are met;

- Assist with liaising and developing partnerships with community services that support students;
- Assist in the professional development and training for MECC Education Staff, Education Counsellors and Education Authorities;
- Visit Matawa First Nation communities in times of crisis; and
- Capacity building for student programming.

4. Administrative

Main Activities:

- Maintain records and provide summary reports of special education program (e.g. workshops hosted or facilitated, number of students accessing services, types of services accessed, etc.);
- Study, update, and maintain student records and progress according to MECC and Ministry of Education Policies and Regulations;
- Monitor student academic progress and provide supports as needed;
- Assist with the liaising and facilitating with St. Joseph Care Group to ensure academic testing of students is complete, and needs are addressed through programming and appropriate supports are in place for students;
- Assist with completing or facilitating educational assessments and tests for students;
- Assist Teachers and Education Assistants in supporting diverse learning needs of students;
- Assist the MECC administration and Special Education Coordinator with the development and implementation of the special education program;
- Complete annual workplan and updates; and
- Complete other reports as required.

5. Perform related duties as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- Current *Certificate of Qualification and Registration* with the Ontario College of Teachers, with specialist qualifications or in Special Education;
- Minimum of 3 years successful teaching experience;
- Experience with, and understanding of, special education programs and models to support student success and academic needs;
- Understanding of First Nation and Ontario education systems;
- Understanding of issues faced by First Nation youth;

- First Nation Cultures and life styles;
- Knowledge and experience with computer systems (Apple preferred); and
- Fluency in Ojibway or Oji-Cree is considered an asset.

### **Skills**

The incumbent must demonstrate the following skills:

- Excellent oral and written communication skills;
- Ability to maintain confidential student case notes and files;
- Interpersonal and leadership skills;
- Ability to facilitate presentations for training, workshops and group activities;
- Ability to maintain friendly public relations and partnerships;
- Ability to deal with stress and effectively manage time;
- Ability to take initiatives and decisions for the betterment of students;
- Strong critical thinking skills; and
- Ability to multi-task.

### **Personal Attributes**

The incumbent must maintain strict confidentiality in performing the duties of MECC Special Education Resource Teacher. The incumbent must also demonstrate the following personal attributes:

- Must be able to perform work duties with minimal supervision;
- Must be willing and able to travel as required, to both road-accessible and fly-in communities in all weather conditions;
- Demonstrated ability to work effectively with parents, students, co-workers, and administrators;
- Must provide a current Criminal Record Check and tuberculosis skin test;
- Must be able to work on call as required; and
- Possess a valid driver's license.

## **WORKING CONDITIONS**

### **Physical Demands**

The MECC Special Education Resource Teacher may have to travel throughout the community in all weather. They may have to lift, carry and manage equipment and supplies. They may have to work odd or long hours at a time to complete special requests or projects. The MECC Special Education Resource Teacher may have to spend long hours sitting and using office equipment, computers and attending meetings.

### **Environmental Conditions**

The MECC may be a busy facility. The MECC Special Education Resource Teacher may have to manage a number of people and projects at one time, and they may be interrupted frequently to meet the needs and requests of member First Nation leaders and members. The MECC Special Education Resource Teacher may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

### **Sensory Demands**

Sensory demands can include reading and use of the computer, which may cause eyestrain and occasional headaches.

### **Mental Demands**

The MECC Special Education Resource Teacher will have to manage a number of requests and projects at one time. They must be aware of all Matawa Tribal Council business in the communities and any and all relevant legislation, policies and procedures. They may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time.

**CERTIFICATION**

<hr/> Employee Signature	<hr/> Supervisor's Title
<hr/> Printed Name                      Date	<hr/> Supervisor's Signature              Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
<hr/> Executive Director's Signature                      Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.