

KIIKENOMAGA KIKENJIGEWEN EMPLOYMENT & TRAINING SERVICES



JOB DESCRIPTION

KAEP Secondary Teacher

Purpose

The KKETS Adult Education Program (KAEP) Secondary Teacher is responsible for providing and presenting culturally appropriate instruction in accordance with the Ministry of Education secondary curriculum to the KAEP students. The Secondary Teacher is responsible for carrying out the duties of a teacher. Members of the Ontario College of Teachers, in their position of trust, demonstrate responsibility in their relationships with students, parents, guardians, colleagues, educational partners, other professionals, the environment and the public. The teacher will adhere to the Ethical Standards and the Standards of Practice for the Teaching Profession determined by the Ontario College of Teachers. As a member of the KAEP team, the secondary teacher supports students as move toward the successful completion of a secondary school diploma and continue their education journey to post-secondary or to employment and/or training.

Whenever appropriate, the teacher will provide support to the Cultural Activities Coordinator and the Social Development Officers to ensure that a community network is in place to support the adult learners enrolled in the KAEP program. The teacher works to link cultural activities to provincial curriculum expectations. The teacher will participate in programming, curriculum and training support provided by the Cultural Activities Coordinator to the KAEP staff, teachers and students. The teacher will assist with the on-going development of courses and enrichment of curriculum to meet the academic and cultural needs of the KAEP students. The teacher will participate in professional learning communities that focus on the success of all students and apply culturally responsive strategies in planning and instruction. The teacher will ensure the use of fair and equitable assessment strategies.

Scope

As a member of the KAEP team, the teacher supports students as they move toward the successful completion of their secondary education and continue their pathways to work, training or post-secondary education programs. The teacher is a highly skilled and motivated educational professional with specialized knowledge and expertise, who ensures programming aligns with the Ministry of Education requirements, the Ontario College of Teachers ethics and standards of practice, and Anishinaabek worldviews. The Secondary Teacher performs the duties of a teacher and is responsible for the preparation of a course daybook, course outlines, lesson plans and equitable, bias-free assessment and evaluation. The Secondary Teacher prepares and records student marks and report cards and all other data and reports that may be required by the principal. The secondary teacher keeps up to date on learning trends, instructional strategies, technology, and resources.

KAEP operates within a holistic framework and appreciates the balance between the physical, mental, emotional, and spiritual self. Mindfulness and well-being activities are important components of the program. Teachers will incorporate mindfulness practices into course delivery. KAEP is a vivacious learning space with a diverse staff. The secondary teacher must work effectively in a team by promoting professional learning communities, collaborative inquiry and teacher moderation throughout the school year. The teacher will participate in shared leadership opportunities and contribute to creating and nurturing healthy relationships. The secondary teacher will support the school community by understanding the needs of adult learners, valuing Anishinaabek culture, assisting with the preparation and presentation of applicable reports and materials, identifying required materials or resources, and participating in special events such as graduation.

The secondary teacher will be subjected to confidential material in relation to student information. The teacher shall conduct themselves in a highly professional manner and must adhere to the appropriate guidelines regarding confidentiality as per KKETS policies and procedures and of the teaching profession.

The secondary teacher will continue to stay up to date on current best practices related to the teaching profession to support improved student performance. This will include on-going collaboration with teaching professionals and continued professional development.

Reporting to

Director of Learning/Principal

Education

University Degree-Bachelor of Education. I/S qualifications an asset.

Professional Designation

Current *Certificate of Qualification and Registration* with the Ontario College of Teachers

Previous Experience

- Minimum of 3 years successful secondary teaching experience
- Experience working or living in First Nation communities is an asset
- Experience teaching First Nation students/adults

Knowledge, Skills, and Abilities

- Intermediate/Senior qualifications in any discipline
- Working knowledge of private school operations and school inspections
- Ability to work independently
- Ability to coach and mentor others
- Effective confidential record keeping practices
- Knowledge of relevant legislation and programming
- Knowledge of KKETS policies and procedures
- Understanding of Matawa First Nations Management and Kiikenomaga Kikenjigewen Employment & Training Services
- Understanding of the Matawa region and the member First Nation communities
- Experience in First Nation education is considered an asset
- Knowledge of Anishinaabek culture and values
- Excellent communications skills
- Demonstrated leadership and team building skills
- A valid Ontario Driver's License

Proficiency in Computer Use

- Word processing, Excel, Power Point, Outlook, Google, Google Classroom, Teams
- Databases (Student information system) (e.g. Dadavan/Outcomes, PowerSchool)
- Internet

Personal Characteristics

- **Ethics:** Understand ethical behaviour and business practices and ensure own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization
- **Confidentiality:** Maintain strict confidentiality both inside and outside of the workplace

- **Relationships:** Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization
- **Communication:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
- **Client focus:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters
- **Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness
- **Decision making:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization
- **Leading:** Positively influence others to achieve results that are in the best interests of the organization
- **Organization:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- **Planning:** Determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the process and results
- **Problem solving:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem, often using creativity and innovative thinking
- **Energy:** Bring energy and enthusiasm to the workplace
- **Flexibility:** Adapt to changing scenarios and stimuli
- **Quality:** Focus on details and ensure all work is of a high standard of quality
- **Results:** Focus on achieving desired outcomes of all tasks undertaken
- **Accountability:** Be reliable, dependable, and accountable for personal actions
- **Coaching:** Coach and mentor others to help them develop both professionally and personally
- **Professional development:** Be driven to continuously improve professional knowledge and skills

Working Conditions

- The teacher may have to travel locally, throughout the region, and to various Matawa member communities during various weather conditions
- The teacher may have to lift, carry, and manage various equipment and supplies
- The teacher may have to spend long hours sitting to use computer, or office equipment, or to attend meetings. Prolonged computer use may cause eye strain and occasional headaches
- The teacher may be required to work in a fast-paced environment that can be busy and noisy, with frequent interruptions and distractions. The teacher will need excellent organizational skills and self-care strategies to manage stress and time to complete tasks
- The teacher may be required to manage multiple tasks and projects at one time
- The teacher may be required to work odd or long hours under stressful conditions at certain times

Primary Duties and Responsibilities

1. Program Development and Delivery

Main Activities

- Prepare and present secondary curriculum in accordance with the Ministry of Education.

- Utilize effective instruction strategies like Universal Design for Learning and Differentiated Instruction to support diverse student needs.
- Demonstrate and promote culturally responsive and bias-free strategies to planning, instruction, and assessment/evaluation.
- Incorporate mindfulness strategies into curriculum and daily learning opportunities.
- Promote and design equitable and inclusive learning opportunities.
- Support digital literacy in the classroom and use of technology.
- Monitor and evaluate student progress.
- Provide on-going and timely feedback to students.
- Provide on-going support and encouragement to students in their academic work and in their planning for post-secondary (i.e. college, university, trades, work).
- Co-create post-secondary, training, or workplace transition plans for students where necessary
- Identify learning interventions and promote the use of assistive technology to address learning needs.
- Include Anishinaabek pedagogy in program delivery.

2. Administration and Reporting

Main Activities

- Maintain the requirements of a course daybook.
- Create daily lesson plans.
- Monitor the use of culturally relevant resources and materials to reflect student needs
- Ensure high-quality, equitable resources are utilized .
- Maintain student records in accordance with the Ministry of Education regulations and as required by the Director of Learning/Principal.
- Report student progress as required to the Director of Learning/Principal, students and appropriate KAEP staff (Developmental Support Officers, Program Manager).
- Engage in on-going collaborative professional learning communities with staff.
- Work in compliance with the Occupational Health and Safety Act and any other relevant legislation.
- Follow the Agency's human resources, finance and other policies and procedures in the performance of duties.

3. Leadership

Main Activities

- Monitor and modify programs and materials as necessary to ensure they meet identified student cultural, academic, and mental wellness needs.
- Liaise and build relationships with Matawa First Nations, government agencies and regional partners, including other adult education providers.
- Advocate for students to ensure individual student needs are addressed and met.
- Recommend additional resources to support program development and success for all students.
- Utilize components of the Ontario Leadership Framework to enhance best practice.
- Develop and enhance relationships with other adult education teachers through on-line professional learning communities or in-person education conferences.
- Actively participate in shared leadership opportunities in the classroom and adult education program.

4. Other Duties

- Ensure that all business and operations are conducted in a responsible, confidential and ethical manner.
- Assist with student recruitment as required.
- Participate in KAEP and KKETS team meetings as required.
- Must provide a current Level 1 Police Criminal Record Check including vulnerable sectors check.
- Willingness and ability to travel as required, to both road-accessible and fly-in communities
- Holding or having the ability to obtain a valid Ontario Driver's License.
- Must adhere and uphold the Ontario College of Teachers Ethical Standards for the Teaching Profession and the Standards of Practice for the Teaching Profession.
- Perform other related duties as required.
- Participate in internal or external committees as required or assigned.

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

EMPLOYEE

I certify that I have read and understand the responsibilities assigned to this position and accept the contract.

Printed Name: _____

Signature: _____

Date: _____

KKETS MANAGEMENT

I certify that this written job description accurately describes the responsibilities assigned to this position.

Printed Name: _____

Title: _____

Signature: _____

Date: _____

