

# MATAWA FIRST NATIONS MANAGEMENT



**Matawa**  
EDUCATION & CARE CENTRE

## Job Description

Matawa Education & Care Centre  
Special Education Classroom  
Assistant

## **PURPOSE OF THE POSITION**

Under the direction and supervision of the Education Manager, Matawa Education and Care Centre (MECC) Principal and Vice Principal, the Special Education Classroom Assistant (SECA) is responsible for assisting classroom Teachers to deal with problems inherent in providing individualized education to special education students. As a member of the (MECC) team, the Education Assistant will follow MECC policies and procedures regarding special education and maintain up-to-date knowledge of special education practices.

## **SCOPE**

The SECA will be part of the MECC team. The MECC SECA will provide assistance to students individually or in small groups through implementation of educational program directed by the Teachers/Special Education Coordinator/ Special Education Resource Teacher. Contribute to the educational plans by providing input in the designing of programs. Assist Teachers/Special Education Resource Teachers in student assessment and evaluation through observation, recording and/or data collection.

The SECA will attend to the physical needs of the students by portering, feeding, toileting, administering medication, providing maintenance therapy and promoting good personal hygiene. Help to ensure a safe environment through supervision of special education students and the general school population during arrivals, departures, lunches, and in the classroom in the event of the teacher's brief unscheduled absence.

The SECA will contribute to daily lessons, activities and programs by assisting the teacher in ensuring the availability of learning materials and equipment. Assist in providing a positive environment for integration of the students through effective communication and involvement with all staff and students.

The SECA as a member of the school team, will contribute to effective communication through oral and/or written techniques, to establish and maintain harmonious and productive relationship with all persons involved with students. The SECA will ensure ongoing personal and professional growth through participation in school professional development and in-service training.

The MECC is a dynamic school which continuously evolves to meet the academic needs of its students and other Matawa First Nations learners. The SECA 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:

- Promote inclusion of all students through effective communication and involvement with all staff and students;
- Manage difficult situations with a minimum of disruption;
- Assist the Teacher/Special Education Resource Teacher in implementing the programs of students with special needs;
- Assist the Teacher/Special Education Resource Teacher in the monitoring, preparing, and evaluating of student progress through the use of a daily log book and/or other observational/recording instruments;
- Participate in cooperative staff planning;
- Assist when necessary, to meet with representatives of other agencies to share appropriate information about students;
- Assist and support classroom teachers in classroom management and strategies;
- Assist with the development of Individual Education Plan (IEP) and may attend Individual Placement and Review Committee meetings as part of a team;
- Communicate effectively on a regular basis with school staff; and
- Travel to Matawa First Nations communities as required.

2. Provide services to MECC students with special needs.

Main Activities:

- Ensure the safety of the students by utilizing proper techniques for positioning equipment and wheelchairs, and for lifting students, including the use of a lift device when necessary;
- Accompany and support students on fieldtrips when deemed necessary;
- Help students enhance their self-esteem, promote confidence and independence;
- Be an advocate for students with special needs;
- Strive to establish and maintain mutual confidence and respect with students; and
- Consider the individual student's socio-economic, emotional, and mental wellness background.

3. Leadership

Main Activities:

- Assist in the enhancing of 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:

- Assist in updating and maintaining student records and progress according to MECC and Ministry of Education Policies and Regulations;
- Assist in monitoring 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 Special Education Resource Teachers in supporting diverse learning needs of students;
- Assist the MECC administration and Special Education Coordinator with the implementation of the special education program;
- Assist with completing annual workplan and updates; and
- Assist with 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:

- Minimum highschool diploma, bachelor's degree or college diploma in one of the following areas: Community Services (Social Worker, Social Service Worker, Child & Youth Care, Native Child and Family Services); or equivalent community work experience;
- 3 years of successful experience preferred;
- 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 SECA.

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 SECA 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 SECA 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 SECA 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 SECA 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 SECA 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.