

MATAWA FIRST NATIONS MANAGMENT



Job Description

Teacher

Matawa Education and Care Centre

PURPOSE OF THE POSITION

The Matawa Education and Care Centre (MECC) Teacher provides instruction and support to students as they move toward the successful completion of their secondary education and continue on their pathways to work, training or post-secondary education programs. The Teacher facilitates learning in a variety of subject areas and assists with the on-going development of courses and enrichment of curriculum to meet the needs of the Matawa Education and Care Centre's students.

SCOPE

As a member of the Matawa Education and Care Centre 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 MECC Teacher is expected to teach a variety of courses and to support students who are working to obtain secondary course credits through other alternative formats, such as Independent Learning Centre courses, online courses, and Prior Learning Assessment and Recognition.

The MECC Teacher is the primary contact person for the MECC students. Positive interpersonal communication and relationships between the teacher and students are key elements in creating and sustaining an effective learning environment. Given this relationship, the MECC Teacher may be asked to act as an advocate or intermediary for students within the Education Department.

The MECC Teacher also assists the Principal in the operations and management of the Matawa Education and Care Centre. This includes assisting with the preparation and presentation of reports and materials, identifying any materials or resources, which may be required, and organizing special events such as year-end graduation.

RESPONSIBILITIES

1. Program Development and Delivery

Main Activities

- Develop and deliver identified programs and courses
- Utilize effective teaching strategies that support student learning and development
- Monitor and evaluate student performance and progress
- 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)
- Identify academic levels and needs of students and, where necessary, develop remedial activities and resources to support student success
- Assist the Principal to identify areas of partnership with potential cooperative education mentors, organizations and businesses that will support students' goals and academic success
- Assist with recruitment and selection of students

2. Administration

Main Activities

- Maintain daily lesson plans, unit plans and long-range plans, and provide related reporting as required
- Maintain daily attendance and other non-academic records as required
- In consultation with the Principal, prepare an annual classroom budget
- Monitor use of resources with administration to ensure adequate instructional resources are available
- Prepare student and classroom needs assessments on an annual basis
- Prepare and implement a professional learning plan to support excellence in teaching
- Maintain student records as required by the Principal and Ministry of Education regulation
- Report student progress as required to the Principal, students, parents/guardians, and Education Counsellors
- Monitor and implement rewards and/or disciplinary action to support excellence in student performance and behavior
- Liaise and work with parents/guardians and Matawa Education Authorities to support students' academic success

3. Leadership

Main Activities

- Monitor and modify courses and materials as necessary to ensure they meet identified student needs
- Liaise and build relationships with Matawa First Nations, and with other alternative/secondary schools
- Liaise with Lakehead University's Department of Aboriginal Education and, when feasible, mentor Matawa pre-service candidates in the B.Ed. and/or H.B. Ed. programs
- Advocate for students to ensure individual student academic needs are met
- Ensure assessments and evaluation support student academic growth and the development of effective learning skills and attitudes
- Recommend additional resources to support program development and success for all students
- Liaise with other Matawa First Nation teachers through online Matawa Education professional learning communities and face-to-face conference workshops
- Develop and enhance relationships with First Nation Education Authorities, parents, and education counsellors (e.g. Visit students' home communities)

4. Other Duties

Main Activities

- To assist the Principal with the development of student recruitment materials, Matawa Education and Care Centre resources and content for the Education Department website
- Other duties as may be assigned by the Education Manager

5. Perform other 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
- Demonstrated initiative in meeting the needs of students in the classroom
- Knowledge of First Nation education
- Knowledge of First Nation cultures and life styles
- Knowledge and experience with computer systems (Apple preferred) and instructional technologies (eg. Smartboard)
- Willingness and ability to travel as required, to both road-accessible and fly-in communities

Skills

The incumbent must demonstrate the following skills:

- A minimum of 2 years successful teaching experience
- Experience as a secondary school teacher in English, Mathematics and/or Science,
- Experience teaching in a First Nation school and/or teaching First Nation students
- Knowledge and experience in developing courses and curriculum, and in utilizing ILC course materials
- Demonstrated instructional skills in a multi-grade setting
- Excellent written, verbal, interpersonal, presentation, and analytical skills
- A valid Ontario Driver's License

Personal Attributes

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

- Excellent interpersonal and communication skills
- Flexibility
- Demonstrated ability to work effectively with parents, students, co-workers, and administrator
- Willingness and ability to travel as required, to both road-accessible and fly-in communities

WORKING CONDITIONS

Physical Demands

The Matawa Education and Care Centre 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 Matawa Learning Centre Teacher may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

The building may be a busy facility. The Matawa Education and Care Centre 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 students and Matawa staff members. The Matawa Education and Care Centre 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 eye strain and occasional headaches. The MECC may be noisy and busy making it difficult for the Teacher to concentrate.

Mental Demands

The Matawa Education and Care Centre Teacher will have to manage a number of requests and projects at one time. They must be aware of Education Department business in the community 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

Employee Signature

Printed Name Date

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

Supervisor's Title

Supervisor's Signature Date

I certify that this job description is an accurate description of the responsibilities assigned to the position.

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.