

INTERNAL/EXTERNAL POSTING EMPLOYMENT OPPORTUNITY

Position: Special Education Classroom Assistant – MECC

Background: Formed in 1988, Matawa First Nations Management (Matawa) is a Tribal Council providing services to nine-member communities in Northern Ontario. The organization is dedicated to providing its members with advisory and support services in the areas of communications, economic development, education, finance and business, health, membership and technical services.

The Matawa Education Department supports quality, accessible, community-based educational services for the eight Matawa First Nations Communities of Aroland, Eabametoong, Nibinamik, Ginoogaming, Neskantaga, Marten Falls and Webequie First Nations. In addition to providing advisory services to Education Authorities and Matawa First Nations leadership, the Education Department administers post- secondary support services for five Matawa First Nations; operates the Matawa Education and Care Centre, a private secondary school located in the Thunder Bay; and coordinates the Student Nutrition Program for six communities. The MECC Safe Sobering Site however, will accept youth from all Matawa communities.

At this time, Matawa First Nations Management invites applications from qualified applicants for the position of **Special Education Classroom Assistant** at the Matawa Education and Care Centre (MECC). The MECC is located in Thunder Bay, Ontario and provides a unique learning environment to support 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.

Position Summary:

The MECC Classroom Special Education Assistant will provide assistance to students individually or in small groups through implementation of educational program directed by the teacher/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 MECC Special Education Classroom Assistant 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.



Requirements:

- 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.

Applicants will also have excellent oral and written communication skills; interpersonal and leadership skills; stress management skills; demonstrated ability to work effectively with Teachers, Principals, students, Administration, government and First Nations; and hold a valid driver's license or the ability to obtain.

This position is based in Thunder Bay and is a contract position to June 27, 2025 with the possibility of extension pending funding and a successful performance review. For additional information, including specific qualifications for the position, please view the Job Description at the Matawa website: www.matawa.on.ca.

Please send your cover letter and resume with three employment references to:

Matawa First Nations Management
Attn: Executive Director of Education
200 N Lillie St.
Thunder Bay, ON P7C 5Y2
RE: **Special Education Classroom Assistant**

Fax: (807) 768-3301

Email: education@matawaeducation.ca

We offer competitive salary commensurate with education and work experience.

We thank all applicants for their interest in working with Matawa First Nations, however only those selected for an interview will be contacted.

Application Deadline: October 17, 2025

