

MATAWA FIRST NATIONS MANAGEMENT



Job Description

National Indigenous Kikinomagewin
Anishinaabemowin (NIKA)

Assistant Instructor

Certificate III in Indigenous Pathways to Speaking the Language (YEAR ONE)

PURPOSE OF THE POSITION:

The Assistant Instructor will assist and support the Instructor in the delivery of the **Certificate III in Indigenous Pathways to Speaking the Language (YEAR ONE)** program using the National Indigenous Kikinomagewin Anishinaabemowin Year One Curriculum/Circulum

The assistant will be responsible for assisting and supporting the Instructor and students in the implementation of the Program curriculum by means of the Matawa Waka Tere delivery methodology and class-related Program administrative duties.

The Assistant Instructor will also assist and support the Instructor with Lesson preparations and may need to attend meetings and trainings if hours allow.

This role is vital in Matawa First Nations goal of achieving language revitalization within the nine Matawa communities and Thunder Bay.

SCOPE:

The Assistant Instructor will ensure that all operations are conducted in a responsible, professional and respectful way.

The Assistant Instructor will adhere to the integrity of the program curriculum at all times and ensure they provide adequate assistance and support to the Instructor.

Positive interpersonal communication and relationships between the Assistant Instructor and students are key elements in creating and sustaining an effective learning environment.

FUNCTIONAL RELATIONSHIPS:

The Assistant Instructor is accountable to the Matawa Executive Director of Education and reports to the Instructor, MWT Indigenous Language Specialists and/or Program Officer

ROLES AND RESPONSIBILITIES

1. Program Delivery

The Assistant Instructor provides support to the Instructor and students

- by understanding the Lesson schedule
- by applying the Language Scripts
- by speaking the language through curriculum content and activities
- ensuring the basic resource needs of the students are met and assist with preparation and pack down duties of the classroom learning space.
- by ensuring students sign the Attendance Register every Lesson
- by assisting and supporting students to complete Evaluations

2. Administration

The Assistant Instructor will support the Instructor

- by helping to maintain Student Attendance Registers.
- to create and maintain Student Files
- photocopying Student Assessment evidence and return originals to students.
- Ensure Student resources are handed out on time
- with marketing of Program
- with Enrolment of Students into Program
- Student Program Evaluations
- Providing feedback to the Instructor

TRAINING AND DEVELOPMENT

- Completed 2 Week Matawa Waka Tere Methodology and Program Curriculum Training.
- Participate in Methodology Refresher Trainings throughout the Program
- Individual training and development is encouraged in negotiation with Program Officer or Manager and if hours of work allow

POSITION SKILLS AND KNOWLEDGE

To fulfil this Role, Assistant Instructors must:

- have sufficient command of an indigenous language and/or syllabic writing
- have experience in Roman Orthography
- have successfully completed the 2-Week MWT Methodology and Program Curriculum training
- have be an effective communicator.
- have efficient Time Management skills

QUALIFICATION

- Fluent in the targeted language being taught
- Recognized Native Language Teacher (not essential)
- Must provide a current Vulnerable Sector Criminal Record Check and tuberculosis skin test

OTHER DUTIES

- Willingness and ability to travel for meetings or trainings as required
- Work effectively with Adults and co-workers
- Perform other related duties as required.

FUTURE OPPORTUNITIES

- An Assistant Instructor has the opportunity to staircase into an Instructor role should such a position become available.

WORKING CONDITIONS

Physical Demands

The Assistant Instructor may have to travel throughout the community in all-weather to the Program delivery facility. They may have to lift, carry and manage equipment, supplies and resources. The Assistant Instructor may also be required to move furniture such as desks and chairs around. Dependent on Student need, they will need to be available to assist and support the Instructor in the delivery of the Program during the day or in the evening. The Assistant Instructor may also be required to travel to attend meetings or trainings.

Environmental Conditions

The Program delivery facility may be a busy facility such as a School classroom or a Community Hall. This may require furniture being moved on a regular basis to suit the delivery mode of the Program and returned back to how the furniture was originally set up at the end of each lesson.

CERTIFICATION

Employees Printed Name

Employees Signature

Date

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

Supervisor's Title - Education

Signature

Date

I certify that this Job Description is an accurate description of the responsibilities assigned to this 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.