MATAWA FIRST NATIONS MANAGEMENT

Matawa
EDUCATION & CARE CENTRE

Job Description

Supply Teacher
Matawa Education & Care Centre

PURPOSE OF THE POSITION

Under the direction and supervision of the Executive Director of Education, Matawa Education and Care Centre (MECC) Principal and Vice-Principal, the MECC Supply Teacher is responsible for assisting in the development and implementation of education programming for students at the MECC.

The MECC Supply 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 MECC Supply 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 MECC's students.

SCOPE

The MECC Supply Teacher will be part of the MECC team. They shall provide direct instruction and intervention strategies to individual students or groups of students and advocate for students. This would include monitoring student progress and student needs, and ensuring students receive appropriate accommodations for classroom and provincial assessments. The MECC Supply Teacher will administer formal and informal academic assessments, as described in *Growing Success*, in order to provide the students with an effective learning environment.

The MECC Supply Teacher is expected to teach a variety of courses and to support students who are working to obtain secondary course credits through alternative formats, such as online courses, and Prior Learning Assessment and Recognition (PLAR).

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

The MECC Supply Teacher will be subjected to highly confidential material in relation to the MECC, student information, assessments, etc. The MECC Supply Teacher shall conduct him/herself in a highly professional manner, and must adhere to the appropriate guidelines regarding confidentiality, as per Matawa First Nations Policies and Procedures, MECC Policy and Guidelines and the Ontario College of Teachers *Standards of Practice* and *Ethical Standards*.

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

2. Administration

   Main Activities

- Follow and 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
- Maintain student records as required by the school administration and Ministry of Education regulation
- Report student progress as required to the school administration, students, parents/guardians, and Education Counsellors
- Monitor and implement rewards and/or disciplinary action to support excellence in student performance and behavior
- Liaise and collaborate with parents/guardians and Matawa Education Authorities to supportstudents' academic success

3. Leadership

Main Activities

- Monitor and modify courses and materials as necessary to ensure they meet identified student needs
- Advocate for students to ensure individual student academic and mental wellness 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

4. Other Duties

Main Activities

- Other duties as may be assigned by the Executive Director of Education or school administration, perform those duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Knowledge of First Nation education
- Knowledge of First Nation cultures and lifestyles
- Fluency in Ojibwe, Oji-Cree or Cree is considered an asset
- Knowledge and experience with computer systems (Apple preferred) and instructional technologies (e.g., interactive whiteboards, Google Apps for Education, Virtual Learning Environment)

Skills

The incumbent must demonstrate the following skills:

- Qualifications as a secondary school teacher with Intermediate/Senior qualifications
- Experience teaching in a First Nation school and/or teaching First Nation students
- Knowledge and experience in developing courses and curriculum, and in utilizing Google classroom 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:

- Current *Certificate of Qualification and Registration* with the Ontario College ofTeachers
- Excellent interpersonal and communication skills
- Demonstrated ability to collaborate effectively with parents, students, co-workers, andadministrator
- Must provide a current Criminal Record Check/Vulnerable Sector
- 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 Supply 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 MECC Supply 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 MECC Supply Teacher may have to manage a number of people and projects at one time, and they may be interrupted frequently tomeet the needs and requests of students and Matawa staff members. The MECC Supply Teacher may find the environment to be busy or 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 them to concentrate.

Mental Demands

The MECC Supply 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.