

Education Assistant: Education Hubs Program

(INTERNAL/EXTERNAL POSTING)



Inuuqatigiit Centre for Inuit Children, Youth and Families is a multi service non-profit organization serving Inuit children, youth, and their families. We are dedicated to providing cultural, educational, and support services in a caring, respectful, and collaborative environment that fosters strong and proud Inuit children and families.

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| Position # | 2024 -116 |
| Position Title | Education Assistant, Education Hubs Program (3 positions) |
| Posting Date | May 21, 2024 |
| Start Date | July 2, 2024 |
| Hours | 37.5 hours – Monday-Friday, with occasional evening and weekend hours required. |
| Position Status | Full-time determinant contract to June 30, 2025 |
| Salary Range | Inuuqatigiit Centre offers a competitive wage and benefit package. |

POSITION SUMMARY

Under the direct supervision of the Manager of Youth Programs, the Education Assistant will act as support staff in classrooms by assisting the Educator and other classroom staff in carrying out education plans. This may include working with students on their academic studies, assisting children with disabilities or special needs.

KEY DUTIES AND RESPONSIBILITIES

- Provide one-to-one academic support for students in the educational hubs
- Provide a positive learning environment for all students and staff
- Support the Educator with modifying and continuously improving course outlines, curricula, and evaluation procedures to supplement the Ottawa Carleton District School Board's (OCDSB) learning activities
- Support students with behavioural needs
- Accountable for the well-being of all students
- Maintain all course-related records including evaluation, attendance records and submit information as required
- Provide support to Educator to identify, prepare, and organize course materials and learning resources for course delivery
- Support the Educator with the creation of course materials and learning resources for course delivery
- Maintain program equipment and materials to ensure a safe and organized work environment
- Understand and adhere to all program policies (e.g. health and safety)
- Comply with all recording and reporting requirements outlined in Inuuqatigiit Centre policies and procedures (e.g., incident reports)
- Act as a liaison with the community, Inuuqatigiit Centre staff and other professionals
- Ensure personal safety precautions are observed at all times

WORKING RELATIONSHIPS

- Develop positive relationships with program Educators, Cultural Assistants and other Inuuqatigiit staff members
- Actively participate as a member of the team and support fellow team members in delivery of services
- Communicate with Ottawa Carleton District School Board
- Communicate as required with parents about student assignments and participation

WORKING CONDITIONS

- Work regular and consistent weekly hours of work
Physical ability to access three-story building
- Demonstrate stress management and energy in interacting with school children and parents

KNOWLEDGE AND SKILLS

- Inuit descent preferred
- Experience working with Inuit or Indigenous communities preferred
- Knowledge of the needs of Inuit children and families
- Knowledge of Inuit Qaujimajatuqangit Principles to build relationships with children and families
- Ability to communicate effectively orally and in writing in English and Inuktitut
- Ability to work in a collaborative staff team environment
- Ability to function effectively in a high stress, high noise environment
- Ability to operate computer systems and relevant software

QUALIFICATIONS & REQUIREMENTS

- Secondary School Diploma or equivalent
- Grade 12 English credit required
- Post secondary courses in programs such as Early Childhood Development, Education Assistant, or Youth Worker an asset
- Criminal Reference Check for the Vulnerable Sector Check required, in keeping with Inuuqatigiit policies and procedures
- Medical certification of good health and record of up-to-date immunizations
- TB Test, if applicable
- COVID-19 vaccine (Dose 1 & 2) and booster
- First Aid/CPR Certification (or willingness to become certified)
- Valid drivers licence an asset

Please apply with a cover letter and up-to-date resume to:

Human Resources Department, at jobs@inuuqatigiit.ca

Note that accommodations are available for applicants with disabilities throughout the recruitment process. If you require specific accommodations, please contact the HR Department through the contact information provided above, so that we can make suitable arrangements with you.

When two equally qualified candidates are considered for the same position, preference will be given to the candidate of Inuit descent.

We thank all who apply for this position. Only those applicants selected for an interview will be contacted.