



JOB POSTING: FULLTIME CONTRACT POSITION Alderville Community Educational Support (ACES) Worker

Interested Candidates: Applications **must** include a cover letter, resume and three work-related references and/or letters of reference.

JOB SCOPE: The Alderville First Nation is seeking a dependable, enthusiastic individual to fill the position of **Alderville Community Educational Support (ACES) Worker**. In this position you will be responsible for scheduling and accommodating assigned children with their educational needs.

Duration: This is a Full-Time Term Contract position starting September 4th, 2018 to June 28th, 2019 (~10 months). Standard office hours to apply at 35 hrs per week; **must** be willing and available to work evenings and/or weekends as required.

Duties & Responsibilities:

Key activities:

- Modifications of daily lessons and communicating results effectively with teachers, principal, parents, and co-workers;
- Keeps appropriate notes and records for student files; has frequent communication with parents of high needs child(ren);
- Active in behavior management of high needs students: sharing strategies, developing consequences and reward systems and follow through communication with families; uses behavior management techniques to be productive in stressful situations;
- Obtains active membership with appropriate educational body upon request.

Planning & Advisory Services

- Checks student agendas, review previous night's homework and notes from parents;
- Has homework expectations from teachers ready at the Centre for the arrival of the children for the after school program; sets up for students Monday to Thursday including: preparing snacks, greeting school bus, taking attendance, preparing student work areas, turning on computers, preparing daily craft, game or activity and tidy up after program ends;
- Prepares auxiliary, complementary activities for students according to their current school curriculum, classroom expectations and individual ability;
- Assists students with research: resources in the library, internet and help disseminate information for their use;
- Completes incident reports for parents' endorsement, maintain emergency contacts file.

Liaison

- Works effectively with other Alderville Programs; Daycare and Health and Social Services and willing to coordinate services with their programs;
- Effectively communicates with teachers, principal and parents and supervisor regarding school work, achievement;
- Liaise with other staff with proper courtesy, cooperation and teamwork;
- Participates in Report Card observations and Individual Education Plan (IEP) as requested.

Related Duties

- Stays familiar with supply storage and ensure supplies are maintained;
- Coordinates housekeeping duties including: sweeping, dishes, rooms are tidy, library books away, toys neatly returned; and outdoor supervision with other staff;
- Signs out books from the library and files student name cards accordingly

Minimum Qualifications:

- Educational Assistant Diploma or equivalent and appropriately registered in an accredited institution with a firm date of completion.
- Experience delivering academic support to school aged students with Special Needs.
- Demonstrated exceptional interpersonal skills with students, parents and other professionals.
- Must be familiar with curriculum expectations and able to provide a variety of strategies to enable students to achieve their potential.
- Knowledge and understanding of Native culture, traditions, teachings, community dynamics
- Must have valid Class 'G' driver's license with \$1M liability insurance and reliable method of transportation;
- Current Criminal Reference Check and Vulnerable Sector Search required (if position offered).

Preferred Experience:

- Must have excellent oral & written communication skills, interpersonal skills;
- Must possess a high level of active listening skills, and excellent public relation skills;
- Excellent group facilitation/presentation skills;
- Must have excellent computer skills, proficiency in Windows, Word, Power Point, Publisher and Internet applications necessary for school research.
- Demonstrated personal suitability must include sensitivity to the unique needs of First Nation students and their families;
- Ability to apply appropriate discipline and strong conflict resolution skills;
- Ability to maintain confidentiality;
- School's Cool Training and experience an asset;
- Observe, schedule and be available to work with assigned children in their classroom;
- Review lesson requirements and be able to modify the lesson in order for the child to have a greater understanding of the task;

Salary: Alderville First Nation Salary Grid will apply – targeted start rate is \$17.84 - \$18.78 per hour

Deadline to Apply: Thursday, August 9, 2018 @ 4:30p.m.

How to apply: Applications ***MUST*** include a cover letter, resume and three work-related references and/or letters of reference.

Persons of Aboriginal ancestry are encouraged to apply and should identify themselves in their cover letter.

Applications can be hand delivered to the reception area of the Alderville First Nation Administration Office or:

E-mail to: mlevesque@alderville.ca

Fax to: (905) 352-3242

Mail to: Alderville First Nation

11696 Second Line Road, Roseneath, Ontario K0K 2X0

Attention: HR Manager, Melissa Levesque

RE: *ACES Worker*

For full job description, contact Melissa Levesque at (289) 435-2008. We thank all who apply however only those selected for an interview will be contacted.

Chief and Council retain the right to make the final decision on the selection of the successful candidate.