



CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION

EMPLOYMENT OPPORTUNITY

EDUCATION ASSISTANT – SHORT TERM

PROGRAM AREA:	EDUCATION SERVICES
POSITION TITLE:	EDUCATION ASSISTANT
REPORTING PROTOCOL:	REPORTS TO THE DIRECTOR OF EDUCATION OR DESIGNATE

POSITION SUMMARY: KSPFN Educational Assistants are to assist the education, development and training of students as well as to assist in maintaining a smooth and efficient operation of the school in general. Educational Assistants must work under the Supervision of a teacher and/or administrator and take direction from the professional to whom they are assigned. The Educational Assistants are to follow the Ontario curriculum and modify material and teaching styles to account for the individual needs of students.

NOTE: THIS IS A SHORT-TERM EA POSITION AND HAS AN END DATE OF JUNE 30, 2026.

EDUCATION/PROFESSIONAL REQUIREMENTS:

- College Diploma in related fields of E.C.E., D.S.W.
- Good interpersonal and communication skills are essential, as are energy and enthusiasm for the position.
- Demonstrate strong interpersonal skills and an effective communication style
- Ability to set priorities, manage time, work under pressure, meet deadlines
- Experience dealing with children with a variety of physical and intellectual disabilities and behavioral or other learning difficulties.
- Computer literate
- Ability to maintain strict confidentiality on student issues.
- Being a positive role model through healthy lifestyles.
- Able to use proper heavy lifting methods and able to handle wheelchairs

PREFERENTIAL HIRING REQUIREMENTS:

- KSPFN encourages all qualified individuals to apply. However, preference will be given to qualified First Nations people in accordance with KSPFN' General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act. First Nations candidates who wish to qualify for preferential consideration can self-identify themselves in their cover letter.
- Successful applicant must provide a current and up to date CPIC and vulnerable sector background check upon hiring.
- Successful applicant must provide a copy of their Diploma and other related certificates
- Applicants must consent to a full background check upon hiring.

PLEASE SUBMIT YOUR COVER LETTER AND DETAILED RESUME
BY CLOSING DATE – NOVEMBER 3RD, 2025 AT 4:00PM

TO: Chippewas of Kettle & Stony Point First Nation,
ATTN: **HR – EDUCATION ASSISTANT – SHORT-TERM**
Email to: hr.assistant@kettlepoint.org

A full Job Description is available: contact the HR assistant at hr.assistant@kettlepoint.org
Interviews will be scheduled shortly after the closing date. ONLY THOSE APPLICANTS WHO MEET THE QUALIFICATION STANDARDS AND REQUIREMENTS WILL BE INTERVIEWED. AN UPDATED CPIC AND A REFERENCE CHECK WILL BE REQUIRED FOR THE SUCCESSFUL CANDIDATE PRIOR TO FINAL CONFIRMATION OF EMPLOYMENT.