



## **Kinnoomaadziwin Education Body SUMMER POSITION – TEACHING STAFF ASSISTANT Employment Opportunity (16 weeks)**

### **SUMMARY**

The Teaching Staff Assistant will work closely with the virtual school teachers in supporting the Ojibwe language classes, as well as supporting the reach ahead programs that are being offered within the Anishinabek Education System. This job is supported through the 2025 Canada Summer Jobs program to hire youth to help them in acquiring employment and/or career related skills.

### **DUTIES AND RESPONSIBILITIES**

The Teaching Staff Assistant will support teachers with:

- supporting students registered in language programs and summer reach ahead programs;
- assisting with grading of student work;
- record keeping and communications with students;
- program development and delivery of curriculum;
- updating the virtual delivery platform where needed;
- virtual classroom delivery where needed;
- tracking and internal reporting on the various reach ahead initiatives over the summer; and
- other duties as required by the System Principal and the classroom teacher.

### **REQUIREMENTS**

This position requires an individual with a desire to learn and build skills in the following areas of knowledge, competence, and personal characteristics:

- computer literacy (Word, PowerPoint, Excel, etc.).
- experience in D2L/Brightspace on-line learning platform.
- strong interpersonal skills.
- dependability and reliability.
- flexibility and adaptability to changing circumstances.
- knowledge and interest in Anishinabek education.
- Knowledge and interest in supporting Anishinaabemowin language learning.

### **ELIGIBLE PARTICIPANTS MUST BE:**

- between 15 and 30 years of age (inclusive) at the start of employment;
- Canadian citizens, permanent residents, or persons to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*; and
- have a valid Social Insurance Number at the start of employment and be legally entitled to work according to the relevant provincial or territorial legislation and regulations.

### **OTHER DETAILS**

- Start and End Dates: May 12, 2025 – August 29, 2025
- Hours of Work: Monday-Friday: 8:30 am – 4:30 pm (1 hour lunch unpaid)
- Rate of Pay: \$23.00 per hour

- All employees will comply with KEB Personnel and Financial Policies.

**LOCATION**

The KEB head office is located in Nipissing First Nation, however, this is a remote position. Details of the location and office will be dependent on the successful applicant, pursuant to the KEB policies.

**CLOSING DATE**

Applications for this position will be accepted until 4:00 p.m. on April 30, 2025. Interviews for this Canada Summer Job opportunity will take place during the week of May 5 to 9, 2025.

**APPLICATIONS**

Please submit your resume, covering letter, and three references to:

Colleen Sheriff  
Human Resources Manager  
Kinoomaadziwin Education Body  
100 - 132 Osprey Miikan  
North Bay, ON P1B 8G5  
[colleen.sheriff@a-e-s.ca](mailto:colleen.sheriff@a-e-s.ca)  
705-845-3634

*\* Preference will be given to members of the [Participating First Nations](#) or those of Indigenous ancestry. Only applicants selected for an interview will be contacted.*