



Tsi ionterihwaienhstahkwa ne Kahwatsiranó:ron  
Step By Step Child and Family Center

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## JOB DESCRIPTION

### General Information

**Job Title:** Kanien'keha Culture & Language Facilitator  
**Sector:** Education  
**Terms:** One (1) Year Contract  
**Date of Job Description:** September 2014  
**Date of Revisions:** August 2018

### The Incumbent

**Name of Incumbent:** Kwahará:ni Jacobs  
**Date of employment:**  
**Title of supervisor:** Supervisor of Program Services  
**Name of Supervisor:** Sonia Nicholas

### General Description of the Job

Under the supervision of the Supervisor of Program Services the Kanien'keha Culture and Language Facilitator provides a holistic, culturally based inclusive, early childhood education program.

<b>Description of the Job</b>	
<b>Responsibilities</b>	<b>Tasks</b>
<p>To implement an inclusive and culturally based early childhood educational program in Kanien'keha.</p>	<ul style="list-style-type: none"> <li>- Implements instructional services in Kanien'keha to allow for the development of the linguistic, cognitive, social, emotional, physical and cultural capacities of all children.</li> <li>- Implements an inclusive early childhood education program that recognizes and respects the uniqueness and potential of each child.</li> <li>- Creates a loving and caring environment to foster learning and inclusion for every child.</li> <li>- Implements and follows all guidelines, regulations and legal resolutions mandated by the center and the Mohawk Territory of Kahnawake.</li> <li>- Incorporates and facilitates any other program of activities that enrich the learning.</li> <li>- Develops weekly plan towards achieving goals.</li> <li>- Instructs classroom teams in Kanien'keha to support children.</li> <li>- To assure inclusion of children with exceptionalities (special needs or gifted)</li> <li>- Is actively involved in all culture and language activities for the center such as (but not limited to); leads social singing &amp; dancing, coordinates visits to the longhouse, promotes and supports the teachings of cycle of ceremony, does gardening, taps trees, in collaboration with KMCH dieticians plans nutrition workshops, does public speaking for center-wide cultural activities, leads the singing at leaving ceremony, coordinates school and home projects for children and families</li> </ul>

<b>Responsibilities</b>	<b>Tasks</b>
To communicate with parents and assure their inclusion in the program.	<ul style="list-style-type: none"> <li>- Provides a variety of ways that families can participate in the program.</li> <li>- Communicates with parents on a daily basis.</li> </ul>
To maintain ongoing professional development.	<ul style="list-style-type: none"> <li>- Initiates learning about a wide variety of topics related to inclusive early childhood education (arts, computer knowledge...)</li> <li>- Possesses a valid CPR/First Aid and Epipen certification specific to Childcare, at all times</li> <li>- Shares knowledge, skills and good practices with teaching staff.</li> <li>- Attends culturally relevant training as required.</li> </ul>
To perform any and/or other job related duties as required by the position	<ul style="list-style-type: none"> <li>- Participates in administrative duties as required: inventory of supplies,</li> <li>- To provide support and assistance to the classroom during lunch time routines (i.e. 11:30 to 1:30) and other times as required by the Supervisor according to the needs of the Center.</li> <li>- Assists in shared daily cleaning chores: doing laundry, washing dishes and cleaning up</li> <li>- Participates in school related functions: fundraising events, promotional events and information events</li> <li>- Attends and represents the organization at the Spirit of Wellness (SOW) and Culture Awareness Month meetings</li> <li>- Participates on the internal/external culture and language committees as required</li> </ul>

<b>Responsibilities</b>	<b>Tasks</b>
To perform any and/or other job related duties as required by the position.	<ul style="list-style-type: none"> <li>- The duties must be job relevant and related to the Vision, Mission and Mandate of the center</li> <li>- All duties will take into consideration the knowledge, skill and ability of the individual</li> </ul>
<b>Contacts</b>	
<p><b>Supervisor of Program Services:</b> to work under the Supervision</p> <p><b>Teaching Staff:</b> to provide support and direction</p> <p><b>All Staff:</b> to answer or direct any job related inquiries to appropriate person</p> <p><b>Children &amp; Families:</b> to discuss any classroom procedures relating to the Kaniehkeha Program</p> <p><b>Internal Committees:</b> to participate and contribute on committees of interest and as required</p>	
<b>Working Conditions</b>	
<p>The employee must be familiar with the use of general office equipment such as: computer, printer, fax machine, laminator.</p> <p>The employee must be able to work under pressure and in high stress situations.</p> <p>The employee is regularly expected to sit, stand, crouch, kneel and lift while performing the duties of the job</p>	
<b>Accountability</b>	
<ul style="list-style-type: none"> <li>- To maintain a high quality inclusive early childhood program.</li> <li>- To ensure the safety and well-being of the children and their families when on site.</li> <li>- To assure to parents that goals and objectives are met.</li> <li>- To maintain confidentiality.</li> <li>- To meet Kanien'keha training objectives of teaching assistants.</li> <li>- To adhere to the safety of children, staff and parents when on premises.</li> <li>- To maintain a positive image of the center for the public, families, and children.</li> </ul>	

**Qualifications**

**Certification and/ or level of formal education:**

- Graduate of the Ratiwennanirats Mohawk Immersion Language Program and/or other Mohawk Culture/Language Program
- Must be a Mohawk speaker
- Pertinent work experience with implementing an age appropriate culture and language program within a childcare setting
- Valid CPR/First Aid and Epi-Pen Certification specific to Childcare
- Annual Medical Certificate
- Must not be guilty of a criminal offense in a matter related to the job

**Skills requirements:**

- Strong interpersonal skills and ability to work in multi-team settings
- Strong classroom management and leadership/supervisory skills
- Ability to work in an inclusive environment
- Ability to demonstrate initiative, creativity and sensitivity
- Excellent program development skills
- Ability to multi task
- Must possess strong public speaking and written communication skills
- Very knowledgeable in the Mohawk culture.
- Capable of working in English

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Signature of Incumbent

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Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date