



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/Classroom Assistant  
**Sector:** Education  
**Terms:** Determinate Contract  
**Date of Job Description:** September 2014  
**Date of Revisions:** July 2017

### The Incumbent

**Name of Incumbent:**  
**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/Classroom Assistant helps to implement, create and teach a variety of age appropriate learning activities, projects, events and experiences for the children, staff and parents of the center which are based on the Kanien'keha culture and language.

<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>- 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 of Kanien'keha language and culture.</li> <li>- Implements weekly plans towards achieving goals.</li> <li>- Is a resource to the classroom teams and all staff in Kanien'keha culture and language.</li> <li>- To assure inclusion of children with exceptionalities (special needs or gifted)</li> <li>- Provides a variety of ways that families can participate in the program.</li> </ul>

<b>Responsibilities</b>	<b>Tasks</b>
<p>To support the classroom team in the implementation of the early childhood education program</p>	<ul style="list-style-type: none"> <li>- Assists the teacher/lead in running the day to day program according to the teacher's plan</li> <li>- Performs all duties assigned by the teacher/lead</li> <li>- Implements age appropriate activities Helps maintain a positive, pleasant and productive atmosphere in the classroom</li> <li>- Implements activities according to teacher/lead's plan and goals</li> <li>- Prepares assigned teaching materials</li> <li>- Implements toilet training, dressing, feeding and rest programs</li> <li>- Washes and dries clothes and dishes</li> <li>- Washes and disinfects toys</li> <li>- Manages the lunch and recess routines</li> <li>- Cleans and sets up classroom at end of day</li> <li>- Assists with running gym and outside activities</li> <li>- Maintains library in neat condition, class books, repairs books and shelves books</li> <li>- Brings to the attention of teachers/leads any suggestions or complaints concerning a child</li> <li>- Supports the needs of children</li> </ul>
<p>To lead and instruct small groups, circles</p>	<ul style="list-style-type: none"> <li>- Takes on a leader role in small group/circle/activities</li> <li>- Manages small group activities</li> <li>- Supports children with self control, self confidence and self esteem</li> </ul>

<b>Responsibilities</b>	<b>Tasks</b>
To maintain ongoing professional development.	<ul style="list-style-type: none"> <li>- Attends workshops, training sessions and staff meetings when requested</li> <li>- Attends and participates in Circle of Security Training as required</li> <li>- Initiates learning about a wide variety of topics related to inclusive early childhood education (C.P.R., first aid, arts, computer knowledge...)</li> <li>- Shares knowledge, skills and good practices with teaching staff.</li> </ul>
To support good communications with parents, families and the community	<ul style="list-style-type: none"> <li>- Promotes a positive image for the center and resources</li> <li>- Welcomes parents and/or families using positive relationship building techniques</li> <li>- Informs teacher on health, social and security issues concerning a child</li> <li>- Directs parents to the appropriate person regarding any concerns, suggestions or requests.</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 in Kanien'keha</li> <li>- Participates in school related functions: fundraising events, promotional events and information events</li> </ul>
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>

### **Working Conditions**

The employee must be familiar with the use of general classroom, kitchen and office equipment such as (but not limited to): computer, printer, fax machine, laminator, camera, video, dishwasher, etc.

The employee must be able to work under pressure and in high stress situations.

The employee is regularly expected to sit, stand, crouch, kneel and lift while performing the duties of the job.

The employee is expected to work in different temperature (i.e. outside and in classroom).

The employee is required to be flexible. He/she may be required to work different shifts and within different teams.

### **Contacts**

**Supervisor of Program Services:** to work under the Supervision

**Teaching Staff:** to work in collaboration with

**All Staff:** to answer or direct any job related inquiries to appropriate person and to provide resources related to Kanien'keha culture and language when requested

**Children & Families:** to discuss any general classroom procedures or matters as directed by his/her supervisor and as related to the Kanien'keha Program

**Internal Committees:** to participate and contribute on committees of interest

### **Accountability**

- To ensure the safety and well being of the children at all times
- To help enhance and deliver a culturally rich early childhood education program
- To maintain confidentiality.
- To adhere to the safety of children, staff and parents when on premises.
- To maintain a positive image of the center for the public, families, and children.

## **Qualifications**

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

- Graduate of the Ratiwennahní:rats Mohawk Immersion Language Program and/or other Mohawk Culture/Language Program
- Must be a Kanien'keha speaker & possess a strong knowledge of the Kanien'keha Culture (i.e. songs, ceremonies, medicines, etc)
- Pertinent work experience in implementing an age appropriate culture and language program with minimum one (1) year work experience in a daycare and/or classroom environment
- CPR, First-Aid and Epi-Pen Training and/or certification (as required)
- Circle of Security Training (as required)
- Must provide an annual certificate of good health
- 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 skills
- Ability to work in an inclusive environment
- Ability to demonstrate initiative, creativity and sensitivity
- Knowledge of program development
- Ability to multi task
- Must possess strong oral and written communication skills
- Very knowledgeable in the Kanien'keha culture.
- Working knowledge of Outlook, MS Office Programs and Publisher
- Capable of working in English

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Signature of Incumbent

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Signature of Supervisor

\_\_\_\_\_  
Date

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Date