



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: Full-Time Contract
Date of Job Description: September 2014
Date of Revisions: December 2017

The Incumbent

Name of Incumbent:
Date of employment:
Supervisor # 1: Supervisor of Program Services
Name of Supervisor # 1: Sonia Nicholas
Supervisor # 2: Pedagogy/Resource Services Coordinator
Name of Supervisor # 2: Melissa Lasante

General Description of the Job

Under the supervision of the Supervisor of Program Services and the Pedagogy/Resource Services Coordinator, the Kanien'keha Culture and Language Facilitator helps to implement, create and teach a variety of age appropriate learning activities, projects, events and experiences for the children, staff and families of the center which are based on the Kanien'keha culture and language.

Description of the Job	
Responsibilities	Tasks
<p>To implement an inclusive and culturally based early childhood educational program in Kanien'keha.</p>	<ul style="list-style-type: none"> - Implements instructional services in Kanien'keha to allow for the development of the linguistic, cognitive, social, emotional, physical and cultural capacities of all children. - Creates a loving and caring environment to foster learning and inclusion for every child. - Implements and follows all guidelines, regulations and legal resolutions mandated by the center and the Mohawk Territory of Kahnawake. - Incorporates and facilitates any other program of activities that enrich the learning of Kanien'keha language and culture. - Implements weekly plans towards achieving goals. - Is a resource to the classroom teams and all staff in Kanien'keha culture and language. - To assure inclusion of children with exceptionalities (special needs or gifted) - Provides a variety of ways that families can participate in the program.

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

Responsibilities	Tasks
To maintain ongoing professional development.	<ul style="list-style-type: none"> - Attends workshops, training sessions and staff meetings when requested - Attends and participates in Circle of Security Training as required - Initiates learning about a wide variety of topics related to inclusive early childhood education (C.P.R., first aid, arts, computer knowledge...) - Shares knowledge, skills and good practices with teaching staff.
To support good communications with parents, families and the community	<ul style="list-style-type: none"> - Promotes a positive image for the center and resources - Welcomes parents and/or families using positive relationship building techniques - Informs teacher on health, social and security issues concerning a child - Directs parents to the appropriate person regarding any concerns, suggestions or requests.
To perform any and/or other job related duties as required by the position	<ul style="list-style-type: none"> - Participates in administrative duties as required: inventory of supplies, - Participates in school related functions: fundraising events, promotional events and information events
To perform any and/or other job related duties as required by the position.	<ul style="list-style-type: none"> - The duties must be job relevant and related to the Vision, Mission and Mandate of the center - All duties will take into consideration the knowledge, skill and ability of the individual

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

Pedagogy/Resource Services Coordinator: 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 is a **definite asset**
- Experience working with young children ages 1-5
- 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 leadership skills with the capacity to lead center wide cultural activities and events with staff and families
- Ability to work in an inclusive environment
- Ability to demonstrate initiative, creativity and sensitivity
- Ability to collaborate, help design, plan and implement the strategic direction of the organization in regards to culture and language
- Ability to multi task
- Must possess strong oral and written communication skills
- Must be a Kanien'keha speaker & possess a strong knowledge of the Kanien'keha Culture (including: songs, ceremonies, medicines, etc)
- Working knowledge of Outlook, MS Office Programs and Publisher
- Capable of working in English

Signature of Incumbent

Signature of Supervisor

Date

Date