



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: Part-Time Contract
Date of Job Description: September 2014
Date of Revisions: June 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 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.

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
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 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, - To provide support and assistance to the classroom during lunch time routines in Kanien'keha - 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

Teaching Staff: to provide support and direction

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 classroom procedures relating 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
- Pertinent work experience with implementing an age appropriate culture and language program within a childcare/school setting
- 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

Signature of Incumbent

Signature of Executive Director

Date

Date