



**\*\* Open to the general public \*\***

**JOB OPPORTUNITY – 3rd posting**

POSITION: Elementary Teacher (2 positions)  
LOCATION: Kitigan Zibi Kikinamadinan. (KZ School)  
WORK SCHEDULE: 35 hours a week. Monday to Friday  
TERM: Indeterminate. Full time.  
SALARY: As per the KZA Teacher Salary Scales and based on the MEES Attestation of Scholaryity.

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**SUMMARY:**

Under the supervision of the School Principal, the Teacher is responsible to deliver quality elementary school curriculum to students according to the approved Education Sector programs. Work includes the evaluation of students, the fostering of a learning environment, classroom management and the development of individualized education plans (IEPs).

**PREAMBLE:**

If you are interested in applying for this position and are able to demonstrate that you meet the mandatory basic requirements, please present your: cover letter, updated resume, copy of your degrees, copy of your B.ED. and police reference check to the attention of **Anita Stevens at the KZES Admin Office by Friday July 23, 2021 at 12:00p.m. noon (EST).**

**Contact information:**

Email: [anita.stevens@kza.qc.ca](mailto:anita.stevens@kza.qc.ca)  
Phone: **819-449-1798**  
Location: **KZES Admin Office** (37 Kikinamage Mikan, Maniwaki, QC J9E 3B1)

Only persons meeting the mandatory requirements will be considered for an interview. Failure to provide all the necessary documentation before the deadline will be considered an incomplete application.

**The Kitigan Zibi Anishinabeg practices a preferential hiring policy. Applicants must posses the basic requirements at the time of the deadline.**



## KITIGAN ZIBI EDUCATION

### Elementary Teacher Job Description

#### GENERAL INFORMATION

**Job Title :** Elementary Teacher  
**Category :** Professional  
**Sector :** Kitigan Zibi Education Sector  
**Location :** Kitigan Zibi Kikinamadinan  
41 Kikinamage Mikan, Maniwaki, Quebec  
**Terms :** Indeterminate Standard Probationary period  
**Hours :** 35 hours per week. Monday to Friday  
**Salary :** In accordance to the KZA Teacher's Salary Scale  
(2021-2022)  
**Immediate Supervisor :** KZ Kikinamadinan Principal  
**Date of Job Description :** June 1, 2021

#### KZ KIKINAMADINAN MISSION STATEMENT

Kitigan Zibi and Pakinawatik School's mission in cooperation with the Kitigan Zibi community is to create challenging opportunities to educate students in an atmosphere of mutual trust and respect. It is our common mission to inspire students to achieve personal growth and cultural pride, to value life long learning, and to become responsible contributing citizens of their community, the Algonquin Nation and society at large

#### STUDENT LEARNING OUTCOMES

It is Kitigan Zibi and Pakinawatik School's goal to give hope and encouragement to each student to reach his/her full potential academically, emotionally, socially, physically, and spiritually. Kitigan Zibi and Pakinawatik School encourages each student to become a life long learner.

#### KEY DUTIES

- Responsible to ensure the delivery of quality instructional services
- Grading and conducting student assessments
- Curriculum delivery
- Lesson and unit planning
- Manage discipline in accordance to the school's procedures
- Encourage good practice with regard to punctuality, behaviour, standards of schoolwork and homework.
- Planning, Teaching and Class Management
- Monitoring, Assessment, Recording and Reporting student progress in accordance to targeted learning
- Development of Individualized Education Plans (IEPS) to address student learning needs
- Contribute to extracurricular school activities
- Co-operate with other staff to ensure sharing and the effective use of resources
- Participates in weekly or bi-weekly staff meetings
- Plan, organize and deliver online learning via the Google Classroom platform when required

<b>ESSENTIAL TEACHING SKILLS</b>	
	<ul style="list-style-type: none"> <li>• Classroom Management;</li> <li>• Excellent English communication skills both written and oral;</li> <li>• Ability to lead and role model for students;</li> <li>• Ability to set objectives, determine goals and focus on the common goals of student learning;</li> <li>• Time Management;</li> <li>• Ability to prepare lesson plans and units appropriate to the level of students.</li> </ul>

<b>ACCOUNTABLE</b>	
	<ul style="list-style-type: none"> <li>• Accountable to provide quality education within the framework of the KZ education system;</li> <li>• Accountable to ensure students are given the opportunities to achieve their highest potential;</li> <li>• Accountable to ensure that the mission and vision of the school and education system is followed;</li> <li>• Accountable to abide by: the Teacher Code of Ethics, Oath of Confidentiality, General Education Policies and Guidelines and Human Resources Policy.</li> </ul>

<b>MANAGERIAL/SUPERVISORY</b>	
<b>Human Resources:</b>	Will be responsible to provide guidance to classroom assistants or support staff assigned to classroom if applicable.
<b>Material Resources:</b>	Oversees and maintains management of classroom materials and textbooks; Ensures adequate materials and equipment are available to deliver program.

<b>ENVIRONMENTAL FACTORS</b>	
<b>Psychological and Physical Effort:</b>	<ul style="list-style-type: none"> <li>▪ Required to meet concurrent demands and deadlines;</li> <li>▪ May be required to deal with difficult situations;</li> <li>▪ Required to keep all student information highly confidential and may become aware of highly sensitive information regarding students;</li> <li>▪ Must be able to work in the English Language</li> </ul>
<b>Working Conditions:</b>	<ul style="list-style-type: none"> <li>▪ The incumbent is required to stay on-site for the lunch period during assigned supervision days;</li> <li>▪ Outdoors during supervision.</li> </ul>

<b>INCUMBENT QUALIFICATIONS</b>	
<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>• Bachelors Degree in Education</li> <li>• Prior work experience teaching will be considered an asset.</li> </ul>
<b>INCUMBENT COMPETENCIES</b>	
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>▪ Knowledge and awareness and the KZA culture and community;</li> <li>▪ Knowledge of the Quebec Curriculum;</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Classroom management;</li> <li>▪ Ability to prepare lesson plans and have a working knowledge of teachers' professional duties and legal liabilities;</li> <li>▪ Knowledge of school policies and procedures;</li> <li>▪ Knowledge of subject(s) or specialization(s) to enable effective teaching.</li> </ul>
<b>Abilities:</b>	<ul style="list-style-type: none"> <li>▪ To model good personal and professional conduct;</li> <li>▪ Concentration through periods of frequent interruptions;</li> <li>▪ Good time management;</li> <li>▪ Strong communication and ability to converse with parents, colleagues and students in a professional manner;</li> <li>▪ Problem-solving skills;</li> <li>▪ Planning, organization and multi-tasking skills;</li> <li>▪ Team-player who works in a coordinated effort.</li> </ul>
<b>Personal Suitability:</b>	<ul style="list-style-type: none"> <li>▪ Discretion and diplomacy;</li> <li>▪ Reliable;</li> <li>▪ Mental calibre to withstand challenging or emotionally charged situations;</li> <li>▪ Ability to maintain healthy professionalism and respect for staff, colleagues and students;</li> <li>▪ Ability to establish and maintain effective working relations with colleagues.</li> </ul>
<b>Certification/Licenses to maintain for duration of employment:</b>	<ul style="list-style-type: none"> <li>▪ Must not possess any criminal record (s) related to working in the profession; Ability to pass and maintain an enhanced reliability check;</li> <li>▪ Must undertake the responsibility of maintaining professional development as required;</li> <li>▪ Legally able to work in Canada.</li> </ul>
<b>Assets:</b>	<ul style="list-style-type: none"> <li>▪ Knowledge of Kitigan Zibi Algonquin Language and Cultural Values.</li> </ul>