
EDUCATION SUPPORT STAFF

GENERAL DESCRIPTION

The Education Support Staff is a full-time, professional term position, with a possibility of extension. The Education Support Staff will work within a culturally competent system of care and as such will acknowledge and incorporate, at all levels, the importance of culture, the expansion of cultural knowledge, and the overall vision of Weechi-it-te-Win Family Services and the 8 area First Nations we service.

The goal of the Education Support Staff is to improve educational outcomes for children with active Individual Education Plans and children living with Autism. The Education Support Staff will support students and assist teachers with teaching and non-instructional tasks. They assist in areas of personal care, teaching, and behavior management under the supervision of the Education Manager. The Education Support Staff will work collaboratively with the Developmental Support Services team, School Boards, Principals, Vice Principals, Special Education Resource Teachers, Behavioural Therapists, the Education Liaison Worker for WFS and any other professionals/agencies involved with the student.

The Education Support Staff will foster cultural awareness through active participation in an inductive learning process, gaining an understanding of historical trauma and impacts of oppression and how these relate to current issues regarding academic needs of First Nations children and youth, advocate for better success strategies for the over-all success and healthy outcomes for our area children and youth.

RESPONSIBILITY

The Education Support Staff will be accountable to the Education Manager.

QUALIFICATIONS

1. An understanding and appreciation of Anishinaabe cultural beliefs, values, norms, ceremony, teachings, and a commitment to continue learning, participating, and advocating during any opportunity provided by the Agency or Community.
2. Early Childhood Education Diploma or a diploma in a related field with 3 years' experience working with children with IEP's and autism.
3. Expertise in a wide range of effective teaching materials and methods related to Applied Behaviour Analysis.
4. Must have strong organizational and time management skills, including the ability to prioritize multiple tasks.
5. Ability to maintain accurate records and documentation and provide reports internally on student success.
6. Proven ability to work effectively with children and youth, with a strong understanding of the impacts of trauma on Children in Care.
7. Working knowledge of Weechi-it-te-win Family Services and the eight First Nations affiliated with WFS.
8. Ability to work within a multi-disciplinary team and with minimal supervision.
9. Physically able to work with students at their level (sitting, squatting, kneeling) and to handle aggressive behaviours.
10. The ability to speak the Ojibway Language is a definite asset.
11. Non-Violent Crisis Prevention Certification.
12. Training in implementing programming using Applied Behaviour Analysis.
13. Must be willing to travel and have a valid Ontario Driver's License and be able to submit a Driver's Abstract

SALARY

\$59, 466.02 - \$77, 589.67

DISCLAIMER

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Weechi-it-te-win Family Services reserves the right to modify job duties or the job descriptions at any time.

THREE STEP HIRING PROCESS

Step 1 (Internal)- An employee interested in requesting to be considered for a lateral transfer or promotion must submit a request in writing, fax, and/or electronically to their immediate supervisor and copied to the Human Resource Officer prior to the deadline. Requests received beyond the deadline will not be considered.

Step 2 (Members of 8 First Nation Partners)- Please indicate on cover letter which community you are a member of.

Step 3- Open to the public

Application must include:

- ✓ **Cover Letter** – sign and dated
- ✓ **Resume**
- ✓ **Three references** (one must be employment related) along **with written permission** to contact references.
- ✓ Indicate if you are a member of one of our eight affiliated First Nation partner communities.

• Applications submitted without all above required documentation will not be considered

- Only those selected for an interview will be contacted
- Complete job descriptions available upon request

Submit Applications to:

Jackie DeBenedet

P.O. Box 812, Fort Frances, ON P9A 3N1

Phone number: (807) 274-3201 ext. 4065

Fax number: (807) 274-8435

careers@weechi.ca

DEADLINE TO SUBMIT APPLICATION

Step 1(Internal) and **Step 2**(First Nation Partner Communities): September 10, 2026 -12:00 p.m.

Step 3 (General Public): Open until filled. We will begin to take applications from the public on September 10, 2026 and if positions are not already filled in Step 1 or 2, we will begin reviewing Step 3 applications and scheduling interviews after September 18, 2026.