AOPFN EMPLOYMENT OPPORTUNITY

Educational Support Assistant

Department: Education Services

Supervisor: Manager, Education Services

$28.02-$33.88 hourly/ based on experience/ education

35 hours/ week, Fixed Term

November - June 25th, 2027 - Possibility of Permanency

Deadline to Apply: Friday, November 27th, 2026 at 4:00 PM

The Educational Support Assistant provides individualized support to students with diverse learning, developmental, behavioural and medical needs. The primary responsibility is to ensure student safety and well-being during AoPFN transportation, including monitoring, individualized assistance and driving when required and authorized. Additional responsibilities include providing educational assistance, tutoring and programming support in school and community settings to promote student learning, positive behaviour, independence and educational success.

DUTIES AND RESPONSIBILITIES:

1. **Service Delivery**
   a. **Primary Responsibility – Student Transportation Support**

- Provides individualized supervision, monitoring and assistance to students with identified learning, developmental, behavioural, medical and other support needs while travelling on AoPFN transportation vehicles.

   b. **Secondary Responsibility – School, Educational & Community Support**

- Provides individualized and small-group tutoring and educational assistance to students experiencing learning difficulties, academic gaps or barriers to educational participation.

For full Job Description please email hr@pikwakanagan.ca

REQUIREMENTS:

- Secondary diploma in Educational Assistant, Child and Youth Care, Developmental Services Worker, Social Service Worker, or a related education or human services field.
- Additional certification in Autism and Behavioural Science is considered an asset.
- Minimum one year of experience supporting children or youth with diverse learning, developmental, behavioural or other identified needs.

CONDITIONS OF EMPLOYMENT:

- Satisfactory Vulnerable Sector Check.
- Valid First Aid, CPR and AED certification.
- Valid Class G driver's licence and satisfactory driver's abstract.
- Maintain any required professional registration or certification applicable to the position and qualifications.
- Ability to meet the physical demands of the position, including assisting students and handling equipment as required.
- Ability to travel between assigned transportation, school and community locations.

How to Apply

- Cover Letter
- Current Resume
- Three (3) professional/work-related references that include name, phone number and email address.

Submit to:
Human Resources Department
Algonquins of Pikwakanagan First Nation
1657A Mishomis Inamo, Pikwakanagan, Ontario, K0J 1X0

hr@pikwakanagan.ca
Subject Line: Educational Support Assistant
Please allow for 24 hours to receive a 'Confirmed Receipt' of your application submission should you apply via email.

Application Procedure: Interested persons must submit a resume demonstrating that they meet the requirements outlined and the names and day contact telephone numbers of three (3) professional references.
Screening Procedure: Applicant must not be a member of the supervisor's immediate family. The best qualified candidate will be defined and determined so as to include the following: Provided the candidate meets the basic requirements of the position and is deemed qualified following the interview process, preference will be given to:
a) the qualified indigenous person who is an Algonquin; then to,
b) the qualified indigenous person; then to,
c) the qualified non-indigenous candidate.
Interviews: Interviews will be conducted in-person or virtually by Teams Meeting. AOPFN has the right to shortlist for interview/assessment purposes of the five (5) most qualified persons and typically establishes an eligibility list.

What Algonquins of Pikwakanagan First Nation Offers:

- Pension Plan
  - (Permanent EE only)
- Paid Sick Days
- 4% Vacation
- Holiday Shutdown
  - (Conditions Apply)
- 14 Provincial and Federal Statutory Holidays
- Health Spending Account
  (Dental, Vision, Prescriptions, etc.)
- Milestone Recognitions & Rewards
- Half days on Fridays prior to holiday Mondays
  - (Conditions Apply)

We are committed to achieving employment equity and developing a highly capable workforce that is representative of Canadian Society. We therefore encourage women, Indigenous peoples, persons with disabilities, and members of visible minority groups to apply and declare themselves as part of one or more of the above mentioned Employment Equity Designated Groups.
AOPFN is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity or testing, you should advise the recruitment representative in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.