

ADMINISTRATION OFFICE
DEPARTMENTS:

Administration, Finance,
Capital Projects, Public Works,
Ontario Works,
Education,
Economic Development,
Lands, Membership



ADMINISTRATION OFFICE:

2 Village Road
Nobel, Ontario,
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SHAWANAGA FIRST NATION
EMPLOYMENT OPPORTUNITY
Kinomaugewgamik Elementary School

Position: Tutor Escort/Education Assistant

Vacancies: One (1)

Term: Contract/Part-Time – approx. 20/hours – 4 hours per day.

Start Date: As soon as possible

Salary: To be determined

Duration: School year January 2026 – June 2026.

Duties Include:

- Working one on one with the student inside the classroom and as needed outside the classroom setting.
- Cooperate and work as a team member to provide a relevant and meaningful education.
- Work under the direction of the Classroom Teacher and Shawanaga First Nation Administration.
- Follow the procedures and protocols of Shawanaga First Nation Education Department.
- Other duties as assigned (within reason).

Qualifications Include:

- Grade 12 diploma minimum; preference will be given to those with post-secondary credentials.
- Experience working with children a definite asset.
- Preference in a school setting.
- Completion of Tutor Escort, or Education Assistant, or Teacher Aide Certificate a definite asset.
- Good organizational and communication skills; both written and oral.
- Excellent interpersonal skills.
- Ability to problem-solve.
- Able to work with minimum supervision.
- Must work well with children.
- Be a positive role model.
- Valid ON Driver's license a definite asset.

- CPR and First Aid training a definite asset.
- Vulnerable Sector Check is required.

Preference may be given to Indigenous candidates with relevant on-reserve employment experience and/or those with knowledge and understanding of Shawanaga First Nation history and community.

Successful candidates must be able to produce and maintain a clean Criminal Record Check.

Only those applicants selected for an interview will be contacted, thank you for your interest. Please submit a resume with a cover letter and three (3) current work-related references via in-person, email or fax to;

Ava Pawis
Human Resource Coordinator
Shawanaga First Nation
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