

**LAC DES MILLE LACS FIRST NATION  
EMPLOYMENT OPPORTUNITY – STUDENT SUPPORT PERSONNEL (SSP)**

***Position Summary***

Lac des Mille Lacs First Nation is currently seeking a caring individual to fill the position of full-time Student Support Personnel.

***Overall Role***

Lac des Mille Lacs Education Centre is developing extensive programming to meet the needs of special education students. To assist classroom teachers to deal with issues inherent in providing individualized education to special education students, LDMLFN provides para-professional assistance in the form of Student Support Personnel (SSP). The SSP reports directly to the School Principal.

***Required Skills & Qualifications***

In order to be considered for this position, applicants must possess the following:

1. Diploma or degree in the field of Human Services or Education is preferred.
2. Related Work Experience - experience in the area of special education is an asset.
3. Standard First Aid and CPR - holds current certification or is willing to become certified.
4. Specific Training - has training or is willing to be trained in the following:
  - C.P.R.
  - Autism or ABA/IBI Therapy
  - administration of medication
  - feeding
  - lifting
  - toileting (which may include clean catheterization)
  - use of assistive technology
  - other needs of students
5. Human Skills - be able to work as part of a team and demonstrate the following:
  - spirit of cooperation
  - maintaining confidentiality
  - effective communication
  - enthusiasm
  - initiative
  - positive rapport with students and staff
  - ability to follow direction
6. Workshops - Student Support Personnel are expected to participate in workshops sponsored by LDMLFN for the purpose of updating certification (i.e., First Aid, CPR and C.P.I.) or providing in-service needs as identified by the system.

**Note:** We thank all those who have expressed an interest in this position; however, only those applicants selected for an interview will be contacted.

Along with their resume and cover letter, applicants must submit a current vulnerable section check and three references. Application packages must be submitted by **Friday, August 16<sup>th</sup>, 2019 at 4:00 p.m. noon EST to:**

**HIRING COMMITTEE**  
**Lacs des Mille Lacs First Nation**  
**1100 Memorial Avenue, Suite 328**  
**Thunder Bay, ON P7B 4A3**

**Telephone: (807) 622-9835 • Fax: (807) 622-9866 •**  
**E-mail: [ldmled@lacsdesmillelacs.ca](mailto:ldmled@lacsdesmillelacs.ca) Or [ldmlfn@lacsdesmillelacs.ca](mailto:ldmlfn@lacsdesmillelacs.ca)**

### **GENERAL DUTIES**

1. Support students' needs as required both at the LDML Education Centre and in the community.

### **SPECIFIC DUTIES**

- 1) Provide assistance to students individually or in small groups through implementation of educational program directed by the teacher/ facilitator.
- 2) Contribute to the educational plans by providing input to the teacher/ facilitator in the designing of programs.
- 3) Assist teachers/facilitators in student assessment and evaluation through observation, recording and/or data collection.
- 4) Attend to the physical needs of the students by portering, feeding, toileting, administering medication, providing maintenance therapy and promoting good personal hygiene (according to existing Policy).
- 5) Help to ensure a safe environment through supervision of special education students and the general school population during arrivals and departures, lunches, recesses, and in the classroom in the event of the teacher's brief unscheduled absence.
- 6) Contribute to daily lessons, activities and programs by assisting the teacher/ facilitator in ensuring the availability of learning materials and equipment.
- 7) Assist in providing a positive environment for integration of the students through effective communication and involvement with all staff and students.
- 8) As a member of the school team, contribute to effective communication through oral and/or written techniques, to establish and maintain a harmonious and productive relationship with all persons involved with students.
- 9) Ensure ongoing personal growth through participation in system/ school professional development and in-service training.
- 10) Other duties as assigned by the School Principal, Band Administrator/Chief and Council.

### **Compensation**

To commensurate with education and experience (Based in the Lac des Mille Lacs First Nation Teacher Salary Grid)

### **Funding Source**

Indigenous Services Canada and Other Programs