



Skaronhyase'kó:wa
Everlasting Tree School
775 Seneca Rd
519 445 1333

Schedule B

Skaronhyase'kó:wa The Everlasting Tree School

Job title: Kanen'shón:'a Yerihonnyén:nis Assistant (Early Years 3-7)

Position Type: Full-time

Language Support

Language Support as described in the Faculty Job Description will occur throughout the day and is particularly important during Storytime and Circle in the Kanen'shon:'a program.

Work with the Children

- Share the responsibility of the classroom and children with the Faculty Chair.
- Create and facilitate a **total immersion environment**; Use English only if necessary, to ensure the safety of the children.
- Provide input, and feedback to the curriculum and class planning as well as support the implementation.
- Keep a daily journal of **observational notes** of students.
- Support Seasonal Check-Ins through parent meetings.
- Support the Faculty Chair to complete a written year-end report for each student through sharing of observations.
- Support the development and implementation of daily, weekly, monthly, and yearly rhythms for the class.
- Carry out **meaningful work** throughout the day, presenting the children with a model worthy of imitation.
- Prepare snacks daily as part of the Tyonnhehkwen Onkwaya'takenhatshera (nutrition program).
- Provide support to **Special Projects**: Birthday, ceremonies, festivals, etc.
- Support class **record keeping** and complete as necessary: attendance, injury log, daily health, documentation of observations and concerns, conversations with parents, etc.
- Communicate supply needs at class meetings to be submitted to the Administration one month prior to when they are needed.
- To know the class rhythm to lead in absence of lead teacher.
- Be familiar with the school's **Emergency and Evacuation Plan** and follow through when needed.

Work with the Families

- Build positive and healthy relationships with all children and their families.
- Create and maintain clear communication with parents at all times; face-to-face, email, Remind App.
- Provide support to monthly school calendar/newsletter.
- Support the assessment of each child's development through sharing of observational notes including the mind, body and spirit. This will be reported to families through seasonal check-in appointments by the Faculty Chair.
- Be open and available to families at daily pick up time.
- Role Model school philosophy and pedagogy including expectations and guidelines



Skaronhyase'kó:wa
Everlasting Tree School
775 Seneca Rd
519 445 1333

- Be a support for language learning. Encourage families to use Kanyen'keha as much as possible.
- Nutrition Program – regularly send reminders to families to sign up to provide soup broth.
- Work together with staff and families to carry out Special Events, Fundraisers, and Seasonal Festivals

Parent and Community Engagement

- Participate in the planning and hosting of 3-4 parent evenings or workshops per year for your class.
- Open Houses: all staff are required to participate as needed.
- Host the Opening and Closing Wampum Ceremonies with all faculty and staff.
- Participate in all school events and workshops.
- Participate in Bi-Annual General Meetings.

Written Reports/Articles

- Provide input for the development of Long Range Plans
- Provide input to Lesson Block/Monthly Plans and Weekly Rhythms
- Participate and support the documentation of the year's curriculum including work samples
- Provide observational notes to be used in Seasonal check-in progress
- Support the Faculty Chair to complete written End of Year Student Reports and submit by the designated deadline.
- Gather and or submit articles for newsletters and parent education.