



Kawenni:io/Gaweni:yo Job Description

Position:	Resource Support Person
Division:	Administration
Purpose:	In alignment with the Kawenni:io/Gaweni:yo vision, the Resource Support Person will support language and cultural revitalization work at Kawenni:io/Gaweni:yo School by organizing digital materials, managing CAN-8 recordings, and assisting with photography, illustration, and resource development. The role also includes general office duties.

Accountability: The Resource Support Person is supervised by the School Principal, who is accountable to the Board of Directors as a whole. The Resource Support Person will work with the Resource Developer, who will provide day to day direction.

Main Duties and Responsibilities:

1) The Resource Support Person assists the Resource Developer with digital file creation and organization by:

- Organizing and maintaining digital files for the Teacher Resource Department (e.g., lesson plans, worksheets, audio/video files, images, and graphics).
- Creating and following a clear folder structure and file naming system to ensure easy access for staff.
- Cleaning up duplicate, outdated, or misplaced files, in consultation with the Resource Developer.
- Assisting with backing up resources to secure drives or cloud storage according to school procedures.
- Capturing, downloading, and saving language recordings from the CAN-8 system following established procedures.
- Naming, labelling, and organizing recordings by language (Mohawk, Cayuga), level, unit, teacher, and/or date.
- Flagging any technical issues with CAN-8 to the appropriate staff and help document resolutions.

2) The Resource Support Person will effectively contribute to the overall effectiveness of the KGS Resource Development Centre by:

- Assisting in creating, formatting, and updating teaching resources for Mohawk, Cayuga, and Haudenosaunee language and culture, such as flashcards, posters, charts, and worksheets.

- Helping with photography related to classroom activities, cultural events, and resource development (with appropriate permissions).
 - Editing and preparing photos for use in print and digital resources (cropping, resizing, basic color adjustment).
 - Organizing and labelling images so they can be reused in future teaching materials and presentations.
 - Creating or adapting simple illustrations, icons, and visual elements to support language and culture teaching materials.
 - Following or helping to develop basic visual guidelines (fonts, colors, logos, layout) that align with the school's identity.
 - Working with staff to ensure visual materials are culturally respectful and appropriate.
 - Helping to proofread resources for accuracy (spelling, formatting, clarity) and assist in making revisions suggested by teachers.
 - Performing other duties as assigned by the Principal and/or the designated Custodian.
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Qualifications

Education/Qualifications

- Highschool diploma or equivalent
- Willingness to be certified in WHMIS (Workplace Hazardous Materials Information System)

Knowledge

- Knowledge of the Mohawk and/or Cayuga language and Haudenosaunee language revitalization.
- Knowledgeable of basic computer programs, including Microsoft 365
- Strong organizational skills and attention to detail.
- Clear written and verbal communication skills.

Skills/Abilities

- Willingness to support the mission and vision of the school.
- Comfort with learning new software (e.g., CAN-8, design tools, or database systems) with training.
- Experience or interest in graphic design, photography, or illustration

Other Requirements

- Must provide the results of a current criminal records check including a vulnerable sector check (if over the age of 18).

Employee Signature and Date

Supervisor Signature and Date