



Akwesasne Mohawk Board of Education

P.O. Box 819, Cornwall, Ontario K6H 5T7 or
169 International Road, Akwesasne, Ontario K6H 0G5
www.ambe.ca Tel: (613) 933-0409



JOB POSTING Student Services Facilitator Probationary

Salary: AMBE Facilitator Salary Grid

The Akwesasne Mohawk Board of Education (AMBE) was created in 1985 by the Mohawk Council of Akwesasne (MCA). AMBE is responsible for providing educational services to the Akwesasne Mohawk Community, including; 3 Schools that offer K4 to Grade 8 education; coordination of secondary education service in partnership with local school boards; adult education services; and post-secondary assistance. The Akwesasne Mohawk Community of approximately 13,000 people, and borders on the Canadian Provinces of Ontario and Quebec and the American State of New York.

POSITION SUMMARY:

Under the supervision of the Superintendent of Student Services, the Facilitator is responsible to administer and coordinate student services programming, including the following Hot Lunch, After-School and tutoring programs, as well as the coordination of system events and community partner outreach. The Facilitator works closely with AMBE Administrators, Instructors/Teachers, and student support staff in the performance of their duties, and with the AMBE team to build a positive, safe, engaged, and culturally appropriate learning environment. The Student Services Facilitator provides proactive, student-focused, and exceptional service in the delivery of AMBE's student service programs. The Facilitator provides guidance to the administrators of AMBE and Iohahi:io so as to promote the optimal management of student services.

QUALIFICATIONS:

- Undergraduate diploma in education or a related field;
- 5yrs relevant work experience in education or related field;
- Experience in community event planning or program planning;
- Supervision experience an asset

KEY COMPETENCIES:

The Successful candidate will demonstrate the AMBE key values of: *integrity, equity and accountability* with a focus on:

- **Teamwork:** Working collaboratively and productively with others to achieve results;
- **Service Oriented:** Meeting or exceeding student and school needs;
- **Communication:** Clearly conveying and receiving messages;
- **Results Orientation:** Knowing what results are important, focusing resources to achieve them;
- **Planning:** Setting clear outcomes and indicators of success;
- **Cultural Awareness:** Understanding of, and sensitivity to, the distinct Akwesasne Mohawk community, culture and language.

All interested individuals must submit a letter of interest, resume and copies of certificates/diplomas no later than **2:00 p.m. on Friday July 19, 2019 to:**

**Lynn Roundpoint
HR Generalist / Labour Relations
Akwesasne Mohawk Board of Education
P.O. Box 819
Cornwall, ON K6H 5T7**

Or hand deliver to AMBE Office located behind Peace Tree Mall

Or email : lynn.roundpoint@ambe.ca

- Applicants must clearly outline that they meet the qualification requirements on their resume
- A criminal records check is MANDATORY
- Native Preference in hiring
- Applicants MUST have a Canadian Social Insurance Number
- **ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED**

All AMBE employees are required to be eligible to work in Canada, and have a valid passport to facilitate daily border crossing