



Mohawk Council of Kanesatake

Department: Kanehsatà:ke Education Center

Job Opportunity *Elementary School Special Education Coordinator*

Field of Activities

Under the authority of the Mohawk Council of Kanesatake, collaboration of the Kanehsatà:ke Education Center and under the direct supervision of the Principal of Rotiwennakéhte Elementary School; the Special Education Coordinator is responsible for planning, coordinating, and implementing special education services to support students with diverse needs. The Special Education Coordinator provides leadership, guidance, and resources to teachers, educational assistants, and families to ensure inclusive, supportive, learning environments within Rotiwennakéhte Elementary School. **Detailed Job Description Available Upon Request.*

REQUIREMENTS

1. A Bachelor's Degree in Special Education or Bachelor's Degree in Education with a minimum of 5 years experience.
2. Master's Degree preferred.
3. Experience in administration.
4. Ability to work collaboratively with students, families, and staff.
5. Excellent written and verbal communication skills in English. Kanien'keha and French are an asset.
6. Good knowledge of Microsoft Office.
7. Strong leadership, organizational, and problem-solving skills.
8. Knowledge of Kanien'keha:ka people, culture and history would be beneficial.
9. Ability to maintain confidentiality.
10. Valid driver's license and access to a vehicle.

Salary: According to the Quebec Treasury Board Salary Scale.
Job Reports to: Rotiwennakéhte Elementary School Principal
Work Location: Rotiwennakéhte Elementary School
Duration: October 2026 - June 2027 (Approx.)
Probation Period: The successful candidate will be subjected to a six (6) month probation period.

Applications: All interested candidates must submit their curriculum vitae, a cover letter and copies of diplomas, no later than **October 16, 2026**, to the attention of:

Human Resources
Mohawk Council of Kanesatake
681 Ste-Philomene
Kanesatake, Quebec, J0N1E0
humanresources@kanesatake.ca

- Only the selected candidates retained for an interview will be contacted.
- Candidates must agree to undergo a Vulnerable Background Check.
- Priority given to Indigenous candidates.

