**Job Posting**

**Kawenni:io/Gaweni:yo Teacher Resource Center Manager**

**Posting Period:** Until filled

**Location:** Kawenní:io/Gawęní:yo Private School

Iroquois Lacrosse Arena -upstairs, Six Nations

**Start Date:** ASAP

**Annual Salary:** Based onEducation and Experience

**Main Duties and Responsibilities**

Under the supervision of the Principal, the KGTRC Manager ’s performance will be considered to be synonymous with KG School policies and procedures.

The KGTRC Manager will be responsible to:

* work onsite with other staff developing resources and learning tools that have been transcribed in each of the Cayuga and Mohawk Languages. The Manager will work onsite and use language and cultural resources to develop learning kits, toolboxes and documents to enhance student learning
* work onsite with other staff to develop and design promotional items, documents, ads, posters, flyers, annual report, swag, banners, etc…
* work onsite with other staff updating and managing website and social media platforms
* work onsite with staff troubleshooting technical issues and manage communications with our IT company, phone company, photocopier company
* overseeing activities of the K/G Teacher Resource Center

**Qualifications – Education** Grade 12 Secondary Diploma and College Diploma in computer graphics Design or Computer Tech.

**Knowledge, Skills and Abilities** – Be knowledgeable of the Hodinohso:ni/Rotinonhsion:ni culture. Proficiency in reading and writing in the Cayuga and/or Mohawk. Be knowledgeable in the use of multiple computer applications.

Please submit your resume and cover letter, recent police check including vulnerable sector and all supporting documentation, together with the names of two professional references by email to:

[cecileakiwenzie.12 @gmail.com](mailto:jeremy.greenkgps@gmail.com) Human Resource Coordinator. Niawen.