



SISTEMA KINGSTON IS SEEKING A STUDENT SUPPORT ASSISTANT (part time)

There are few opportunities as meaningful and rewarding as teaching, mentoring and supporting children from under-served areas who otherwise would never have an opportunity to participate in music learning. **Sistema Kingston** is an intensive after school program in Kingston ON that focuses on positive social development through the pursuit of musical excellence. Using the Venezuelan *El Sistema* as its model, *Sistema Kingston* emphasizes inclusivity and teamwork, builds personal persistence, and fosters creativity and personal responsibility in all its activities. Sistema Kingston runs Monday-Thursday after school at two Kingston elementary schools from October-May.

We are seeking an energetic and nurturing individual to join the team at the St. Thomas More site in the role of Student Support Assistant. This site serves students in grades 2-8. Program is already in progress, and we welcome the right candidate to start as soon as possible. This contract will run from January – May, 2026 with possibility for renewal for the 2026-27 school year.

RESPONSIBILITIES

Summary: The Student Support Assistant will provide support for children and music Teaching Artists during all Sistema Kingston program hours. Activities will include (but are not limited to):

- Ensure each day starts on time and with good spirit
- Take attendance; follow up with the school office and parents/guardians as needed
- Serve as first point of contact for SK families and carry the Sistema Kingston site phone
- Classroom and behavior management support
- Nutrition program oversight
- Assist with student supervision in all contexts during Sistema Kingston program hours and performances
- Ensure safe student check out daily, engage positively with families and distribute/collect/track paperwork as needed
- Participation in regular Sistema Kingston events and team meetings
- Model the principles and philosophy of Sistema Kingston in all activities

REQUIRED

- One of Bachelor of Education/Behavior Science Diploma/Early Childhood Education certificate or equivalent training to work with children.
- Work experience with groups of children; experience with special needs or behavior exceptionalities is an asset.
- Police check with vulnerable sector (or willingness to obtain before start of program)
- Physically able to carry up to 20 pounds
- Ability to shop for and transport food for nutrition program

<https://educ.queensu.ca/community/sistema-kingston>

“Teach children the beauty of music, and music will teach them the beauty of life.”

- Jose Antonio Abreu, Founder El Sistema



SPECIAL SKILLS

- Loves working with children
- Takes initiative and can work independently
- Excellent team player
- Excellent communicator, both oral and written, to communicate effectively with diverse populations, in a professional manner and to provide clear and accurate information.
- Can prioritize tasks in a fast paced environment
- Responds diplomatically and sensitively using good judgment in difficult/controversial situations
- Resourceful and creative, with strong attention to detail and consistency
- Ability to maintain confidentiality
- Trauma Informed Care Training is an asset
- First Aid certification is an asset

DECISION MAKING

- Make daily operation decisions and resolve problems within guidelines.
- Assess which inquiries/problems to refer to other team members or director, and which to handle to completion.

COMPENSATION

\$27-30/hour. Approximately 13 hours/week from January 5 – May 31, 2026 according to the Sistema Kingston schedule. On-site hours are 3:00-5:30 M-Th; off-site time includes family communications, groceries, meetings. Additional hours for field trips/special events on April 25, May 13, May 14. The Student Support Assistant will be engaged as an Independent Contractor. Professional liability insurance is required.

APPLY - please submit electronically:

- Cover letter which addresses why are you interested in working at Sistema Kingston, and your earliest possible start date. We are hoping to engage someone to begin January 5th, 2026 or at the earliest possible date thereafter.
- Resume which includes work and volunteer experience

To: Karma Tomm, Director, Sistema Kingston

Email: tommk@queensu.ca

Applications will be reviewed as they are received. Candidates invited for an interview will be asked to provide contact information (telephone and email) for 2 references.