



EXTERNAL Job Posting Number:

#125-20-21-VLA

Job Title:

Virtual Learning Assistant

This position is open to all applicants.

Location	FTE	Site	Assignment
Work from home	Summer Temporary Employment	Elementary Summer School Program	Week of June 28- July 2, 2021 Training Sessions 10 Hours Orientation Session 1 Hour July 5 – July 23, 2021 5 days /week 9:00 a.m. – 3:00 p.m.

As a team member and under the supervision and guidance of the Principal and direction of the Teacher, the Virtual Learning Assistant is responsible for supporting the online asynchronous and synchronous summer school program. The VLA will provide instructional support, facilitate communication, implement plans, and foster the educational and social skills of any students with special needs as assigned by the Administrator and Teacher. The VLA will also perform the following duties as defined by the teaching staff: implement all strategies as directed by the teacher(s) responsible for programming; preparation of program support materials for supported students; engage in large group, small group and individual reinforcement of taught skills.

The Elementary Summer Learning Program focus is Literacy & Numeracy and the VLA will support students in Grades SK-8 in the program.

Qualifications:

- High School Diploma plus Community College Behaviour Science Technology Diploma and/or Developmental Service Worker Diploma and/or Child Youth Worker Diploma and/or Social Service Worker Diploma and/or Early Childhood Education Diploma and/or equivalent work-related experience;
- Two to three years of previous experience working with children/adolescents with learning or developmental disabilities in a formal environment;

- Proven ability, experience and skill in working as a member of a team;
- Strong computer skills and demonstrated understanding of virtual meeting software;
- Excellent verbal skills;
- Excellent interpersonal skills;
- Capable of working in various settings;
- An understanding of school responsibility for learner progress;
- Must be able to function independently, yet be part of an interdisciplinary team and take direction;
- Proven ability to deal with confidential information in a discreet manner;
- Knowledge of relevant Special Education resource tools;
- Willingness to accept technical training as required;
- Experience in alternative communication an asset

In this position, the successful candidate will be required to work from home and must have reliable internet access and their own technology device to perform the duties of the position. The device must have video camera.

As a condition of employment, the successful candidate must provide a Criminal Background Check (CBC) with vulnerable sector screening current within six months of date of hire.

Salary: \$21/hour

Application and Requirements:

Applicants must submit a cover letter and resume quoting the job posting number in the subject line to work@alcdsb.on.ca

Due to current board office closure, applications can only be accepted by e-mail

Closing date: May 10, 2021 by 4:00 p.m.

While we thank all those who have applied, only those candidates selected for an interview will be contacted.

We are committed to inclusive and accessible employment practices. In compliance with the Accessibility for Ontarians with Disabilities (A.O.D.A.) the Algonquin and Lakeshore Catholic District School Board welcomes and encourages applications from people with disabilities. We will make the necessary accommodations for applicants with disabilities to support all aspects of the recruitment process. Please contact the Human Resources Department if you require assistance with any accommodations.