



EXTERNAL Job Posting Number:

CUPE#45-20-21-EA.CAS

Job Title:

Supply Educational Assistant – Special Education

This position is open to all candidates.

Location	FTE	Assignment
Supply List Various School Locations	Temporary Casual	Effective Immediately On Call Potential for Long Term Occasional Assignments

As a team member and under the supervision and guidance of the Principal and direction of the Teacher, the Educational Assistant - Special Education works cooperatively with teachers and other Special Education Staff in providing instructional support, physical needs support, facilitating communication, implementing plans, and fostering educational and social skills of any students with special needs as assigned by the Principal. The Educational Assistant, Special Education will also perform the following duties as defined by the Principal in communication with the teaching staff: contribute to the total care and well-being of the student(s); implement all strategies as directed by the teacher(s) responsible for programming; preparation of program support materials for supported students; assist in supervision and assist in maintaining discipline.

Qualifications:

- High School Diploma plus Community College (Behaviour Science Technology and/or Developmental Service Worker Diploma and/or Child Youth Worker Diploma and/or Social Service Worker 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.
- Excellent verbal skills;
- Excellent interpersonal skills;
- Capable of working in various settings;
- An understanding of school responsibility for learner progress;
- Ability to function within an interdisciplinary team and take direction;
- Proven ability to deal with confidential information in a discreet manner;
- Physical ability to be able to perform the work including possible lifting of children up to 25 kg. (or 55 lb.);
- Knowledge of relevant Special Education resource tools;

- Willingness to accept technical training as required;
- Experience in alternative communication an asset;
- Experience in basic computer skills is an asset.

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/ Range:

\$20.94 per hour

Application and Requirements:

Applications will only be accepted by email. Please submit a cover letter and resume quoting the job posting number in the subject line to work@alcdsb.on.ca

The application package will include the following items:

- A cover letter and resume
- Copies of Diplomas, Certificates etc

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.