

Posted: November 26, 2021 at 11:00 a.m.

# **CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO**



## **CUPE #3288 - SL2021**

**position:** *Educational Assistant –  
Long Term Occasional*

**location:** *St. Francis Xavier CHS, Hammond*

**hours of work:** *35 hours per week*

**salary:** *\$22.94 per hour*

**effective:** *Immediately – June 27, 2022*

**NOTE:**

*The duration of the assignment is determined by the needs of the children.  
Please refer to the attached job description for further information.*

**Minimum requirements:**

- *Post-secondary education in one of the following fields of study: Child and Youth Worker, Behavioural Science, Developmental Service Worker or Early Childhood Education.*
- *One year work related experience.*
- *Ability to lift and re-position.*
- *Excellent communication and interpersonal skills.*
- *Specific skills, qualifications or experience may be required depending on the needs of the child.*

*Send application and curriculum vitae no later than*

**December 3, 2021 by 4:00 pm to:**

**e-mail: [hr@cdsbeo.on.ca](mailto:hr@cdsbeo.on.ca)**

**fax: (613) 258-3610**

**CDSBEO IS COMMITTED TO PROVIDING AN INCLUSIVE, ACCESSIBLE AND BARRIER-FREE WORKPLACE.  
IF YOU WILL REQUIRE AN ACCOMMODATION DURING THE JOB SELECTION PROCESS,  
PLEASE LET US KNOW AND WE WILL WORK TO MEET YOUR NEEDS.**

**Todd Lalonde  
Chair of the Board**

**John Cameron  
Director of Education**

**A. JOB IDENTIFICATION:**

**TITLE: EDUCATIONAL ASSISTANT**  
**DEPARTMENT: SCHOOLS**  
**IMMEDIATE SUPERVISOR: SCHOOL PRINCIPAL**

**B. JOB SUMMARY:**

Support students, based on academic, social, emotional, and physical needs, to access the curriculum and meet their full potential.

**C. DUTIES AND RESPONSIBILITIES:**

- Supervise and assist students with arrival and departure routines.
- Perform duties for students such as feeding, lifting, positioning, toileting, catheterization, and diapering as required.
- Assist in physio, occupational and speech therapy, under the direction of a Physiotherapist, Occupational Therapist, and/or Speech & Language Pathologist.
- Assist student(s) in developing life skills.
- Participate in Board-directed professional development.
- Prepare, organize, and manage activity centers, visuals, and therapy equipment.
- Supervise student(s) throughout the school day as required.
- Assist in first aid procedures and secure further assistance where needed.
- Administer medication when required.
- Prepare student materials and supplies.
- Utilize equipment for therapy and communication: for example, standing frame, Eye Gaze device, etc.
- Utilize equipment such as: photocopier, paper cutter, laminator, computer, iPad, Whiteboard, etc.
- Assist students to learn and complete assigned activities and programs under the direction of the teacher.
- Support before and after school clubs.
- Duties as assigned by the teacher and principal, which are consistent with the above job summary.

**D. Qualifications:**

- Post-secondary education in one of the following fields of study: Child and Youth Worker, Behavioural Science, Developmental Service Worker or Early Childhood Education.
- One year work related experience.
- Ability to lift and re-position.
- Excellent communication and interpersonal skills.
- Specific skills, qualifications or experience may be required depending on the needs of the child.

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Incumbent Signature

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Supervisor Signature