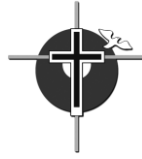


Posted: April 22, 2022 at 3:30pm

CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO



CUPE #3366 - SL2022

Position: *Educational Assistant – Casual*

Location: *Schools within CDSBEO*

Hours: *Casual/On-Call*

Salary: *\$22.94/hour*

Effective: *Immediately*

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 to:

e-mail: 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**

**Laurie Corrigan
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, catheterizations, 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.

Incumbent Signature

Supervisor Signature