

Posted: June 30, 2022 at 10:00am

CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO



CUPE #3457 - SL2022

Position: *Specialized Educational Assistant – Able/Turning Points – Long-Term Occasional*

Location: *St. Matthew CSS, Cornwall*

Hours: *28 hours/week*

Salary: *\$22.94/hour*

Effective: *September 1, 2022 – March 31, 2023*

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, Behaviour Management Systems training, qualifications or experience may be required depending on the needs of the child.*

Send application and curriculum vitae no later than

July 8, 2022 by 4:00 pm 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 – TURNING POINTS / ECPP

DEPARTMENT: SCHOOLS

IMMEDIATE SUPERVISOR: SCHOOL PRINCIPAL

B. JOB SUMMARY:

Support students within a specialized program based on academic, social, emotional, and physical needs, to access the curriculum and achieve treatment goals.

C. DUTIES AND RESPONSIBILITIES:

- Provide intensive support to students and staff to de-escalate and stabilize dysregulation where there is an imminent threat to the safety of self or others.
- Support students to promote appropriate responses and prevent future dysregulation.
- Support existing strategies, safety plans, PTRs, plans for success, and current interventions to meet student needs.
- Support specific non-academic programs, goals, and timelines to exchange unwanted behaviour and track and record progress.
- Support the development, implementation, and modeling of intervention strategies.
- 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, Behaviour Management Systems training, qualifications or experience may be required depending on the needs of the child.

Incumbent Signature

Supervisor Signature