

CUPE#3366 – SL2022

Position: **Educational Assistant – Casual**

Location: **Schools within CDSBEO**

Hours of work: **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.

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.

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.

A. Job Identification:

Title: **Educational Assistant**

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:

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