

Posted on: May 25, 2023, at 12:00pm

EDUCATIONAL ASSISTANT – SPECIALIZED POSITIONS

PERMANENT – EFFECTIVE SEPTEMBER 1, 2023

Specialized EA Positions – 2023/2024

CUPE #	Position	FTE	Location
3681	Section Program (ECPP)	1.00	Bishop Macdonell, Cornwall
3682	Turning Points	0.50	Holy Trinity CSS, Cornwall
3683	ABA/Autism Spectrum Disorder	1.00	Sacred Heart, Cornwall
3684	American Sign Language (MEP classroom)	1.00	Sacred Heart, Cornwall
3685	AT for Vision/Braille/Mobility & Orientation	1.00	St. Francis Xavier, Hammond
3686	Able/Turning Points	0.80	St. Thomas Aquinas CHS, Russell

Note

The duration of the assignment is determined by the needs of the children.

Please refer to the attached job descriptions for further information.

Qualifications

Please refer to the attached job descriptions for further information.

Send application and curriculum vitae no later than:

Thursday, June 1st, 2023 by 4:00pm

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
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.

Incumbent Signature

Supervisor Signature

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

A. JOB IDENTIFICATION:

TITLE: EDUCATIONAL ASSISTANT – ABA & Section Program

DEPARTMENT: SCHOOLS

IMMEDIATE SUPERVISOR: SCHOOL PRINCIPAL

B. JOB SUMMARY:

Encourage student's participation in classroom and school activities. Assist the teacher with educational programs. May administer medication and therapy.

C. DUTIES AND RESPONSIBILITIES

- Supervise and assist students with clothing and in their arrival and departure.
- Perform duties for students such as feeding, lifting, positioning, toileting and diapering as required.
- Assist in physio and speech therapy, under the direction of a physio therapist and/or language and
- Assist student(s), in developing social, life and learning skills.
- Prepare, organize and maintain activity centers and therapy equipment.
- Supervise student(s) in classroom, schoolyard, in the school and on out of school activities as
- Assist in first aid procedures and secure further assistance where needed.
- Administer medication when required.
- Perform catheterization as required.
- Prepare classroom material and supplies such as bulletin boards, duplication of material and
- Assist in the correction of class work.
- Order medical supplies when required.
- Operate equipment such as therapy and other specialized equipment, duplicating machine,
- Assist students to learn and complete assigned activities and programs under the direction of the
- Duties as assigned by the teacher and principal, which are consistent with the above job summary.
- Speech pathologist required.
- Plasticization of material, photocopies, paper cutter, computer, printer, overhead projector, tape recorder, record player, television, video cassette recorder, film and slide projector, and calculator.

D. QUALIFICATIONS

- Post-secondary education in one of the following fields of study: Early Childhood Education,
- One year work related experience.
- Ability to lift and re-position.
- Experience working with high needs behaviour is necessary.
- Familiarity with the principals of Applied Behaviour Analysis (ABA) strategies.
- Behaviour expertise/experience working with students in a Section Program.
- Excellent communication and interpersonal skills.
- Specific skills, qualifications or experience may be required depending on the needs of the child.
- Behavioural Science or Developmental Service Worker.

Incumbent Signature

Supervisor Signature

A. JOB IDENTIFICATION:

TITLE:	EDUCATIONAL ASSISTANT – ASSISTIVE TECHNOLOGY FOR VISION/BRAILLE/MOBILITY & ORIENTATION
DEPARTMENT:	SCHOOLS
IMMEDIATE SUPERVISOR:	SCHOOL PRINCIPAL

B. JOB SUMMARY:

Support blind/low vision students, based on academic, social, emotional, and physical needs, specifically 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.
- In collaboration with the teachers, prepare materials so that the student can access the learning.
- Ensure the technology required is operational and accessible.
- 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.
 - Must be able to do outside yard duty.
 - Ability to lift and re-position.
 - Encourage and motivate students and staff to use assistive technology throughout the day in all subject's.
 - Specialized qualifications and skills to assist with vision, orientation & mobility, Contracted Braille and awareness of UEB.
 - Excellent communication and interpersonal skills.
 - Specific skills, qualifications or experience may be required depending on the needs of the child.
 - Proficiency with assistive technology for low vision and blindness (software and hardware, student specific training provided) including Duxbury, Kurzweil, Zoomtext, Brailenote, Electronic Magnifier, and iPad accessibility features.
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Incumbent Signature

Supervisor Signature

A. JOB IDENTIFICATION:

TITLE: **EDUCATIONAL ASSISTANT – SIGN LANGUAGE**

DEPARTMENT: **SCHOOLS**

IMMEDIATE SUPERVISOR: **SCHOOL PRINCIPAL**

B. JOB SUMMARY:

Encourage student's participation in classroom and school activities. Assist the teacher with educational programs. May administer medication and therapy.

C. DUTIES AND RESPONSIBILITIES:

- Supervise and assist students with clothing and in their arrival and departure.
- Perform duties for students such as feeding, lifting, positioning, toileting and diapering as required.
- Assist in physio and speech therapy, under the direction of a physio therapist and/or language and speech pathologist.
- Assist student(s), in developing social, life and learning skills.
- Prepare, organize and maintain activity centers and therapy equipment.
- Supervise student(s) in classroom, schoolyard, in the school and on out of school activities as required.
- Assist in first aid procedures and secure further assistance where needed.
- Administer medication when required.
- Perform catheterization as required.
- Prepare classroom material and supplies such as bulletin boards, duplication of material and plasticization of material, etc... as required.
- Assist in the correction of class work.
- Order medical supplies when required.
- Operate equipment such as therapy and other specialized equipment, duplicating machine, photocopies, paper cutter, plastifier, computer, printer, overhead projector, tape recorder, record player, television, video cassette recorder, film and slide projector, and calculator.
- Assist students to learn and complete assigned activities and programs under the direction of the teacher.
- 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: Early Childhood Education,
- Behavioural Science or Developmental Service Worker.
- One year work related experience.
- Demonstrate a proficiency of Sign Language at the intermediate level.
- Ability to lift, re-position and toilet as required.
- Excellent communication and interpersonal skills.
- Specific skills, qualifications or experience may be required depending on the needs of the child.

Incumbent Signature

Supervisor Signature