

Posted on: June 2, 2023 at 2:30pm

## **CUPE#3690 – SL2023**

Position: **Summer Learning Program Educational Assistant**

Locations: **St. John Paul II, Hammond**

Hours of work: **9:00am – 3:00pm (includes a 30min unpaid lunch)**

Salary: **\$23.94/hour (qualified EA)**  
**\$20.00/hour (unqualified EA)**

Effective: **July 3<sup>rd</sup> - July 21<sup>st</sup>, 2023. Program will be held based on sufficient enrolment.**

### **Note**

Please note, there will be a mandatory paid after-school PD Session prior to the beginning of this program. The date is to be confirmed and will be communicated to successful candidates.

### **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.
- Excellent communication and interpersonal skills.
- Specific skills, qualifications or experience may be required depending on the needs of the child.
- Knowledge and use of Microsoft applications and LMS MS Teams.
- Ability to live and re-position.

Send application and curriculum vitae no later than:

**Friday, June 9<sup>th</sup>, 2023 by 4:00pm**

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.**

## **A. Job Identification:**

Title: **Educational Assistant**

Department: **Special Education**

Immediate Supervisor: **Principal of Summer Learning**

## **B. Job Summary:**

Support students based on academic, social, emotional, and physical needs to access the curriculum and meet their full potential. Encourage student's participation in classroom and school activities. Assist the teacher with educational programmers. 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, as required.
- Assist student(s) in developing social-emotional learning skills.
- Prepare, organize and maintain activity centers.
- 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.
- Prepare classroom material and supplies such as bulletin boards, duplication of material etc. as required.
- 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 of 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.