



Posted on: June 11, 2025 at 11:45am

## EDUCATIONAL ASSISTANT POSITIONS EFFECTIVE SEPTEMBER 2, 2025

### PERM Educational Assistant Positions

CUPE#	POSITION	FTE	LOCATION	DATES
4408	Educational Assistant	35	Holy Cross, Kemptville	September 2, 2025
4409	Educational Assistant	35	Holy Trinity CSS, Cornwall	
4410	Educational Assistant	35	Holy Trinity CSS, Cornwall	
4411	Educational Assistant	35	Notre-Dame CHS, Carleton Place	
4412	Educational Assistant	35	Notre-Dame CHS, Carleton Place	
4413	Educational Assistant	35	St. John CHS, Perth	
4414	Educational Assistant	35	St. John Elementary, Perth	
4415	Educational Assistant	35	St. John Elementary, Perth	
4416	Educational Assistant	35	St. John Paul II, Hammond	
4417	Educational Assistant	35	St. John Paul II, Hammond	
4418	Educational Assistant	26.25	St. Luke CHS, Smiths Falls	
4419	Educational Assistant	35	St. Mark, Prescott	
4420	Educational Assistant	35	St. Mark, Prescott	
4421	Educational Assistant	35	St. Mary, Chesterville	
4422	Educational Assistant	35	St. Mary-St. Cecilia, Morrisburg	
4423	Educational Assistant	35	St. Mary-St. Cecilia, Morrisburg	
4424	Educational Assistant	35	St. Michael CHS, Kemptville	
4425	Educational Assistant	35	St. Mother Teresa, Russell	
4426	Educational Assistant	35	St. Patrick, Rockland	

### 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

- A 2-year Community College Diploma in one of the following fields of study: Social Service Worker, 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.

Interested applicants may submit a cover letter and resume to the email below no later than:

**Wednesday, June 18, 2025 by 4:00pm**

Please specify what position you are applying for.

e-mail: [hr@cdsbeo.on.ca](mailto:hr@cdsbeo.on.ca)

We thank all applicants in advance for their interest; however, only those candidates selected for an interview will be contacted.

The CDSBEO adheres to equitable hiring, employment and promotion practices and is committed to an inclusive workforce. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, people from gender diverse communities and/or people with intersectional identities, as well as others who may contribute to the further diversification of ideas.

The Catholic District School Board acknowledges that our schools are located on the unceded, traditional Algonquin territory of the Anishinaabe people as well as the land of the Mohawk territory of the Haudenosaunee/Rotinonhsho'n:ni people. We respect both the land and the people of this land including all Indigenous people who have walked in this place.

Pursuant to the Accessibility for Ontarians with Disabilities Act, (AODA), if applicants require accommodations at any time throughout the application process, please reach prior to the posting closing date so that appropriate arrangements can be made.

**Chris Cummings**

**Laurie Corrigan**

**Chair of the Board**

**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, 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:**

- A 2-year Community College Diploma in one of the following fields of study: Social Service Worker, Child and Youth Worker, Behavioural Science, Developmental Service Worker or Early Childhood Education.
- One year work related experience.
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