

Posted on: July 3, 2025 at 9:00 am

## **CUPE#4442– SL2025**

Position: **Educational Assistant – Permanent**

Location: **Notre Dame CHS – Carleton Place**

Hours of work: **35 hours/week**

Salary: **\$26.92/hour**

Effective: **September 2, 2025**

### **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 no later than:

**Thursday July 10, 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.

## **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.
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