



**Job Posting Number: #75-19-EA.LTO**

**Job Title: 1.0 FTE EDUCATIONAL ASSISTANT – SPECIAL EDUCATION**

***This position is a temporary position expected to last longer than 6 months and is posted under article 12.01 (a) of the CUPE collective agreement)***

**Job Description:**

As a team member and under the supervision and guidance of the Principal and direction of the Teacher, the Educational Assistant - Special Education works cooperatively with teachers and other Special Education Staff in providing instructional support, physical needs support, facilitating communication, implementing plans, and fostering educational and social skills of any students with special needs as assigned by the Principal. The Educational Assistant, Special Education will also perform the following duties as defined by the Principal in communication with the teaching staff: contribute to the total care and well-being of the student(s); implement all strategies as directed by the teacher(s) responsible for programming; preparation of program support materials for supported students; assist in supervision and assist in maintaining discipline.

**Only Those Candidates Selected For An Interview Will Be Contacted**

School	Location	FTE	Assignment
St. Thomas More C.S.	Kingston	1.0 FTE	<b>Educational Assistant – Special Education – Immediately – June 28, 2019</b>

**Qualifications:**

- High School Diploma plus Community College (Behaviour Science Technology and/or Developmental Service Worker Diploma and/or Child Youth Worker Diploma and/or Social Service Worker Diploma) and/or equivalent work related experience.
- Two to three years of previous experience working with children/adolescents with learning or developmental disabilities in a formal environment.
- Excellent verbal skills;
- Excellent interpersonal skills;
- Capable of working in various settings;
- An understanding of school responsibility for learner progress;
- Ability to function within an interdisciplinary team and take direction;
- Proven ability to deal with confidential information in a discreet manner;
- Physical ability to be able to perform the work including possible lifting of children up to 25 kg. (or 55 lb.);

- Knowledge of relevant Special Education resource tools;
- Willingness to accept technical training as required;
- Experience in alternative communication an asset;
- Experience in basic computer skills is an asset.

**Salary/ Range:**

\$20.22 - \$23.80 per hour

**Application and Requirements:**

- Applicants must submit a cover letter with an updated resume including details of qualifications and experience to [work@alcdsb.on.ca](mailto:work@alcdsb.on.ca).

**Closing date:**

**January 15, 2019 by 4:00 p.m.**

Notes: This posting is only open to **permanent members of CUPE Local #1479**.

*While we thank all those who have applied, only those candidates selected for an interview will be contacted. We are committed to inclusive and accessible employment practices – Please notify the above if you require an accommodation to fully participate in the hiring process.*

*In compliance with the Accessibility for Ontarians with Disabilities (O.D.A.) the Algonquin and Lakeshore Catholic District School Board welcomes and encourages applications from people with disabilities. We will make the necessary accommodations for applicants with disabilities to support all aspects of the recruitment process. Please contact the Human Resources Department if you require assistance with any accommodations.*