



Career Opportunity

NTB - Casual Educational Assistant

External Posting

Date of Appointment:

TBD

Reporting to:

School Principal

Description:

With a focus of 'Each Belongs' the Casual Educational Assistant is responsible for implementing programming as outlined in the students' Individual Education Plan, in both academic and non-academic areas, and for providing support and guidance, to students identified as "exceptional" and "non-exceptional" to challenge them to fulfill their full potential and to enable all learners to realize the fullness of humanity of which Our Lord Jesus Christ is the model.

Details of Function

The Casual Educational Assistant will be required but not limited to:

- Support and collaborate with the teacher in the delivery of daily programming to meet the needs of students, primarily those with special needs in an all-inclusive setting;
- Implement programs as supported by the Individual Education Plan (IEP);
- Supervise typical students as well as students with special needs at recess, lunch, gym, school trips, etc.;
- Support students with diverse needs such as physical, intellectual, behavioural, learning disabilities, and/or students with multiple disabilities;
- Have the desire and ability to work with elementary and/or secondary students with special needs;
- Care for physical needs of students (supervise/accompany for toileting, feeding, lifting, diapering, washing and drying hands, etc.);
- assist in implementing all Board-approved programs which may be prescribed by a Physiotherapist/Occupational Therapist including (but not limited to) occupational therapy, physiotherapy, academic, and behavioural programs;
- participate in all legislative professional development, HWCDSB Board required professional development, and other professional development as identified by the HWCDSB;
- Operate and clean specialized equipment after use, and,
- The duties and responsibilities outlined in the HWCDSB Educational Assistant Handbook

Qualifications:

- Community College Educational Support(Assistant) Diploma or the equivalent as determined by the Executive Officer of Human Resources;
- Behaviour Management Training (BMS) and/or Non-Violent Crisis Intervention Training (NVCI);

Preference will be given to candidates with:

- Experience with children with a variety of physical, intellectual, behavioural and/or other learning disabilities;
- strong interpersonal, communication, written and oral skills;
- ability to follow policies and procedures in an appropriate and timely manner;
- ability to communicate in a sensitive, courteous manner with children, parents, staff and others;
- understanding and commitment to confidentiality;
- ability to stand/walk for extended periods and move/carry equipment and assistive devices, and
- Current First Aid and CPR certification.

Salary:

Rate: \$18.16 per hour (as per the Collective Agreement) plus 4% vacation pay

Hours of work:

A 'casual' position does not guarantee hours or days of work as it is strictly 'on call.' A full day is based on seven hours while a half day is based on three hours and thirty minutes.

Application packages shall include the following:

- Cover letter;
- An updated resume;
- Application Form;
- Copy of a valid driver license;
- Two letters of reference
- Pastoral reference (preferred); and
- Authorization to contact all references

Current, completed and clear Vulnerable Sector Check will be required prior to hiring along with a fit test to ensure the candidate is physically fit to perform the core responsibilities of the role.

Candidates must have proof of a valid driver's license and daily access to a reliable vehicle.

Only candidates having the stated qualifications and requirements shall be interviewed.

The Hamilton-Wentworth Catholic District School Board is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If you are contacted regarding an employment opportunity, please advise Human Resources (or the hiring manager) if you require an accommodation.

Applicants shall submit a cover letter, resume/CV that outlines skills, abilities, qualifications, course documentation, and an application form. Submit your resume/CV and other required documentation to careers@hwcdsb.ca. Please include the full posting title within the subject line and attach your submission.