



## Career Opportunity

### NTB - Casual Educational Assistant

External Posting

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#### **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: \$19.16 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](mailto:careers@hwcdsb.ca). Please include the full posting title within the subject line and attach your submission.