



# Rainy River District School Board Notice of Position

## ETFO-ESP Bargaining Unit Members and External Applicants

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**Posting Number:** 2324-168      **Date:** April 16, 2024

**To:** Members of ETFO-ESP and External Applicants

**Anticipated Start Date:** As soon as possible

**Position:** **0.50 FTE Communication Assistant**

**Job Description:** Attached

**Location:** Crossroads School

**Hours of work:** 16.25 hours per week

**Rate of pay:** \$23.83 to \$24.40 per hour

**Applications will be prioritized in the following order:**

1. ETFO-ESP members within the job classification
2. ETFO-ESP members outside the job classification
3. External applicants with the qualifications, skills and abilities for the position including casual staff

**Application Requirements:**

1. ETFO-ESP members within the job classification who express interest in the position must do so in writing
2. ETFO-ESP members outside the job classification must submit a cover letter, resume, and [Reference Authorization Form](#) including two references (one of which must be from a current or recent supervisor)
3. Casual staff and external applicants must include a cover letter, resume, [Non-Teaching Application Form](#) and [Reference Authorization Form](#) including two references (one of which must be from a current or recent supervisor)

**Please submit application documents, referencing the job posting number, to:**

Human Resources Department  
Rainy River District School Board  
522 Second Street East  
Fort Frances, ON P9A 1N4  
Fax: (807) 274-1950  
Email: [humanresources@rrdsb.com](mailto:humanresources@rrdsb.com)

**Accommodation in the recruitment process is available upon request for applicants with disabilities.**

For further clarification or questions please contact  
Sharla MacKinnon, Principal at Crossroads School, at 807-486-3329

**Closing Date: Thursday, April 25, 2024 at 4:00 PM**

**PLEASE POST!**



**Rainy River District School Board  
Fort Frances, Ontario**

**JOB DESCRIPTION**

**DATE:** February 2024

**POSITION:** Communication Assistant

**EMPLOYEE GROUP:** ESP (Educational Support Personnel)

**Qualifications Necessary:**

- Minimum Grade 12 education
- Early Childhood Education program (ECE) preferred
- Recognized Communicative Disorders Assistant Diploma (preferred)
- Strong proficiency in both spoken and written English is required
- Proficiency in computer programs including Microsoft Word, Google Drive, Proloquo2go, SeeSaw, TalkTrac and iPad operations
- Demonstrated ability to organize workload effectively and collaborate with others
- Experience working with children experiencing communication difficulties is an asset
- Ability to work with students with complex communication needs or challenging behaviors
- Willingness to participate in ongoing training

**Position Summary:**

Under the supervision of the Principal, the Communication Assistant is responsible for assisting with the delivery of speech and language programming that are directed by the Speech and Language Pathologist, to students with identified communication needs. The Communication Assistant works under the Speech and Language Pathologist's license, so ongoing collaboration and mentoring is an essential component of the position. The role of the Communication Assistant will be influenced by the specific needs of the students. Training required to perform the duties of the position will be provided by the immediate supervisor(s), the Principal and Speech and Language Pathologist.

**Responsible To:**

The Communication Assistant is responsible to the Principal and Speech Language Pathologist.

**Specific Duties:**

1. Assist in the delivery of therapy-based goals determined by the Speech Language Pathologist.
2. Develop materials and activities tailored to target specific speech and language goals.

3. Interact with students, caregivers, and educators to provide strategies for practice at home or school. Post activities on SeeSaw to support home/school collaboration.
4. Program and provide instruction on communication devices as part of therapy sessions.
5. Write reports each term to track client progress.
6. Maintain online written progress notes and other daily documentation in TalkTrac, as needed.
7. Participate in ongoing supervision provided by the Speech Language Pathologist.
8. Conduct speech language screenings following specific protocols approved by the supervising Speech and Language Pathology.
9. Implement a range of speech/language activities, instructing and guiding students to support them achieve their identified goals. under the supervision of the Speech Language Pathologist
10. Under the supervision of the Speech and Language Pathologist, facilitate and participate in yearly planned activities such as ongoing screening, report writing, and adjustment of interventions based on the changing needs of the students.
11. Ability to work with clients with complex communication needs or challenging behaviors.
12. To maintain strict confidentiality of students and students' records.

**Conditions of Employment:**

1. Rainy River District School Board Policies and Procedures.
2. Rainy River District ETFO Educational Support Personnel Collective Agreement