



# Rainy River District School Board Requires CASUAL EDUCATION ASSISTANTS

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<b>Posting Number:</b>	1920-16	<b>Date of Posting:</b>	August 23, 2019
<b>Position:</b>	Casual Education Assistant		
<b>Job Description:</b>	Attached		
<b>Location:</b>	Various		
<b>Hours of work:</b>	All casual personnel must be able to work on an on-call basis. Successful candidates will be placed on the Casual List for casual, on-call work with no guarantees of hours of work.		
<b>Rate of pay:</b>	\$22.79 per hour plus vacation pay		

Application forms are available on the Employment page of the Board's website (<https://www.rrdsb.com>).

**Apply in writing referencing the posting number. Include your [non-teaching application form](#), cover letter, resume and [Reference Authorization Form](#) to:**

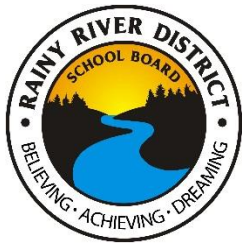
Human Resources Department  
Rainy River District School Board  
522 Second Street East  
Fort Frances, ON P9A 1N4  
Fax: (807) 274-1950  
Email: [humanresources@mail.rrdsb.com](mailto:humanresources@mail.rrdsb.com)

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

*We thank all applicants but only those who are selected for an interview will be contacted.*

For further clarification or questions please contact  
Human Resources at 807-274-9855 ext. 4972

**Closing Date: Ongoing Applications Acceptance 2019-2020**



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

**JOB DESCRIPTION**

**DATE:** June, 2010

**POSITION:** Education Assistant

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

**Qualifications Necessary:**

- \$ A Secondary School diploma or equivalent
- \$ Educational Assistant Course preferred or two years' experience in a related field
- \$ Physical ability to perform the essential duties of the job
- \$ Effective oral and written communication skills
- \$ Must be able to function as a member of the team
- \$ Flexibility to suit varied needs of students (learning, physical, behavioural needs)
- \$ An attitude of respect and sensitivity towards students with varied background abilities, medical needs, behavioural needs, socio-economic and educational status
- \$ Computer skills preferred

**Position Summary:**

Under the supervision of the Principal, the Education Assistant is responsible to assist with the delivery of program to students with identified special needs as determined by the Classroom Teacher, Special Education Resource Teacher, Special Education Coordinator, Speech Language Pathologist and the Principal. The role of the Education 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) or other qualified personnel.

**Responsible To:**

The Education Assistant is responsible to Classroom Teacher, Special Education Resource Teacher, Special Education Coordinator, Speech Language Pathologist and the Principal.

**Specific Duties:**

1. To maintain strict confidentiality of students and student records.
2. To assist the teacher in the implementation and facilitation of the Individual Education Plan's outlined programming accommodations and/or modifications.
3. To assist and supervise the design and delivery of daily programs associated with the medical, academic, social, behavioural and psychomotor development of students with special needs.

4. To assist in the provision of physical care and comfort for each student with special needs which may include any of the following:
  - behavioural support and intervention
  - lifting and positioning of the student
  - assisting with mobility aids such as wheelchairs, walkers, lifts, etc.
  - feeding
  - toileting
  - general maintenance exercises.
5. To ensure a safe environment through close supervision during arrivals, departures, lunch hour, recesses and in the classroom for students.
6. To assist in the preparation and operation of instructional materials and equipment.
7. To collaborate with school personnel, treatment teams and other professional staff from community agencies involved with the student.

**Conditions of Employment:**

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