



# Rainy River District School Board

## Notice of Position

### ETFO-ESP Bargaining Unit Members and External Applicants

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**Posting Number:** 2324-161      **Date:** March 27, 2024

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

**Anticipated Start Date:** Immediately

**Positions:** **1.0 FTE Educational Assistant**

**Job Description:** Attached

**Location:** Crossroads School

**Hours of work:** 32.5 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, Crossroads School 807-486-3329

**Closing Date: Friday, April 5, 2024 at 4:00 PM**

**PLEASE POST!**



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

**JOB DESCRIPTION**

**DATE:** February 2024

**POSITION:** Education Assistant

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

**Qualifications Necessary:**

- A Secondary School diploma or equivalent
- 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 collaborative team member
- Flexibility to suit varied needs of students (learning, physical, social/emotional, behavioural needs)
- An attitude of respect and sensitivity towards students with varied backgrounds, abilities, medical needs, behavioural needs, socio-economic and educational needs
- Computer skills preferred

**Position Summary:**

Under the supervision of the Principal, the Education Assistant is responsible to assist with the delivery of programs to students with special needs as determined by the Classroom Teacher, Special Education Resource Teacher, Special Education Administrator, 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 the 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 deliver 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, transferring, and positioning of the student
  - Assisting with mobility aids such as wheelchairs, walkers, lifts, etc.
  - Feeding
  - Toileting
  - Dressing and personal hygiene
  - General maintenance exercises
5. To ensure a safe environment through close supervision during arrivals, departures, lunch hour, recesses and in the classroom for students, as required.
6. To assist in the preparation of instructional materials and the operation of equipment.
7. To collaborate with school personnel, treatment teams and other professional staff from community agencies involved with the student.
8. To act as a team member of the school community in any area which may directly assist the assigned student(s). They will contribute to the educational program as a whole and performs other duties, as assigned.

**Conditions of Employment:**

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