



Rainy River District School Board Requires CASUAL EDUCATION ASSISTANTS

Posting Number: 1718-25 **Date of Posting:** September 28, 2017

Position: Casual Education Assistant

Job Description: Attached

Location: Various

Hours of work: 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 guarantee of hours of work.

Rate of pay: \$18.54 per hour

Application forms are available on the Employment page of the Board's website. Only those applicants short listed will be contacted.

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

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

For further clarification or questions please contact
Human Resources at 807-274-9855 ext. 4976

Closing Date: Monday, October 16, 2017 at 4:00 PM



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