



# Rainy River District School Board

## Notice of Position

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

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**Posting Number:** 1718-74      **Date:** January 8, 2018

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

**Anticipated Start Date:** January 29, 2018

**Position:** **1.0 FTE Educational Assistant**

**Job Description:** Attached

**Location:** Atikokan High School

**Hours of work:** 30 hours per week

**Rate of pay:** \$22.56 to \$23.10 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:**

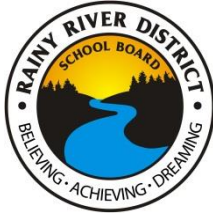
Human Resources Department  
Rainy River District School Board  
522 Second Street East  
Fort Frances, ON P9A 1N4  
Fax: (807) 274-1950  
Email: [humanresources@mail.rrdsb.com](mailto:humanresources@mail.rrdsb.com)

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

For further clarification or questions please contact  
Beth Fairfield, Principal, Atikokan High School, (807) 597-2703

**Closing Date: Monday, January 15, 2018 at 4:00 PM**

**PLEASE POST!**



**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