

JOB POSTING:

Supply Educational Assistants

Salary \$26.88 hourly

Department/Locations: Various

Description of Position

Sudbury Catholic Schools proudly continues to strengthen our long-standing tradition of Catholic Education in the City of Greater Sudbury through the unique partnerships that exist between our schools, parishes and parents/guardians.

We welcome qualified candidates to apply to join our dynamic, caring team in the position of supply/casual Educational Assistants. Daily assignments are offered on an as needed basis. There are also opportunities for long term assignments up to one school year in length. Supply/casual Educational Assistants are eligible to apply for any internal job postings. Sudbury Catholic offers many opportunities for professional development and growth.

Responsibilities:

Educational Assistants (EA) help deliver educational programs in elementary and secondary schools. They play an increasingly vital role in today's classroom. The EA's key role is to support individual students, or groups of students. They work under the guidance of teachers and under the supervision of the Principal.

Required Qualifications/Skills/Abilities

- College Diploma in Early Childhood Education (ECE), Child and Youth Care Worker (CYW), Developmental Service Worker (DSW), or Educational Assistant (EA)
- 1 year experience in a related field
- Broad knowledge of child development
- Broad knowledge of assistive devices
- Working knowledge of the IEP, Behaviour Safety Plans and Behaviour Management Plans
- excellent communication skills both verbal and written
- high levels of patience
- excellent problem solving skills
- excellent negotiation and mediation skills
- ability to be sensitive to the needs of students with exceptionalities
- ability to recognize individual learning styles and the characteristics of learners
- high level of attention to confidentiality
- proficient in the use of word processing software, Internet and email
- ability to provide regular attendance
- ability to provide attention to detail
- excellent interpersonal skills with proven ability to work as a member of a team



- ability to effectively communicate and relate to people tactfully, diplomatically, and professionally at all times is essential
- standing and walking for extended periods of time
- assisting students as required (e.g. repetitive bending, assisting children with carrying their belongings, and transferring and positioning students)
- assisting with carrying out treatment programs/individual education plans
- manual dexterity required to use computer and peripherals

Preferred Qualifications/Skills/Abilities

- Behaviour management certification
- CPI certification
- First Aid Certification & CPR Certification;
- experience in a classroom setting would be considered an asset
- Intervenor for Persons DeafBlind Program/Diploma

Additional Information

Interested applicants may contact the Human Resources department for a copy of the job description. Please submit your resume, the contact information of three professional references, and a cover letter as one electronic document by email to: employment@sudburycatholicschools.ca. Interviews will be held periodically as applications are received and reviewed. Please quote reference **EA 17/18 - 7** in the subject line.

Please note that a satisfactory criminal record check including the vulnerable sector check is a condition of employment.

All applicants are thanked for their interest, however, only those selected for an interview will be contacted.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is being collected for employee recruitment and selection purposes. If you require a disability-related accommodation to participate in the recruitment process, or if you have questions about this collection of information, please contact the Human Resources Department at (705) 673-5620.

Thank you for your interest in Sudbury Catholic Schools.

Joanne Bénard
Director of Education

Michael Bellmore
Chair of the Board