

**SUPPORT STAFF JOB POSTING**

**To:** All IUOE Employees

**Date:** November 15, 2023

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**SUBJECT: JOB POSTING #2023-63**

The Human Resources Office will accept applications up to **Tuesday, November 21, 2023 - Noon** -for the following position:

**EDUCATION ASSISTANT – Charles Hays Secondary School**

Part-time, temporary position, 5.5 hours per day, effective immediately, until June 27, 2023, 2023. Your duties and hours of work will be assigned by the school principal. The terms and conditions of the IUOE Collective Agreement shall apply. Rate of pay is according to schedule. The successful candidate will report for work on in-session school days only.

**Job Summary**

The primary duty of the employee is to provide support for students with special needs. This position is open to persons with Education Assistant 1 or Education Assistant 2 qualifications. Preference will be given to a person who has Education Assistant 2 qualifications.

**Brief Job Description**

- a) Provides direct instructional services under the supervision of the teacher to an individual student or small groups of students.
- b) Works with the student(s) to help resolve personal/behavioural/communications needs as they relate to school and home.
- c) Provides supervision and/or assistance with personal care/hygiene/toileting, if required.
- d) Provides medical needs as instructed and required.
- e) Supervises the students or groups under the direction of the teacher and/or principal.
- f) Prepares/modifies instructional materials as directed by the classroom teacher.
- g) Is a collaborative member of the school based team who assists in the development and implementation of the I.E.P. (Individual Education Plan), which may include occupational therapy, physiotherapy, and social and recreational skills.
- h) Accompanies and participates with students on field trips/swim program/lifeskills program.
- i) Performs other duties as assigned or required - duties may also include noon hour supervision.

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**Qualifications**

- a) Grade 12 or equivalent.
- b) Minimum 3 years' experience working with children.
- c) Exercises discretion and confidentiality in dealing with all matters pertaining to students and staff.
- d) Courses in childhood education and special needs education.
- e) The Hanen Language Course may be required; must be willing to obtain if deemed necessary for this position.
- f) Current training in Basic First Aid/CPR or willingness to obtain.
- g) Computer literacy and basic computer skills (30 wpm) required.
- h) Must be physically able to carry out the duties of the position.
- i) Must have adequate verbal and written English language skills to provide assistance in speech/language development.
- j) Must be able to communicate clearly, to understand and follow directions and to prioritize tasks.
- k) Good organizational and inter-personal skills.

**\*\* THE INTERNAL IUOE JOB APPLICATION MUST BE COMPLETED \*\***

**PLEASE POST**