

# **The Protestant Separate School Board of the Town of Penetanguishene**

## **Requires**

### **One 0.5 FTE Educational Assistant (Long Term Occasional)**

#### **PURPOSE OF JOB:**

All positions at The Protestant Separate School Board of the Town of Penetanguishene support the Board's priority of providing an educational environment that encourages all students to achieve their full potential spiritually, academically, physically, and socially in preparation toward becoming contributing members of society.

The purpose of the Educational Assistant position is to assist Teachers at Burkevale Protestant Separate School in a class or classrooms where a special need has been identified.

#### **REPORTS TO:**

The School Principal, with duties assigned by the Teacher(s) being assisted. The Educational Assistant does not independently plan, modify, evaluate lessons, or report on the progress of the students.

#### **DUTIES AND RESPONSIBILITIES:**

- Work with school staff to provide guidance, emotional support, and encouragement to all students, providing opportunities for successfully fostering self-esteem and promoting positive peer and adult interaction;
- Implement modified programs to allow students to develop meaningful academic and social skills within the school and community;
- Carry out specific programs in language, behaviour management, and physical management as established by the Teacher and/or Specialist;
- Prepare materials in preparation for programs as required by the Teacher(s) being assisted;
- Assist the student(s) in the provision of personal and medical care (i.e. dressing, toileting, hygiene, and lifting);
- Assist in the supervision of students during classroom activities, yard duty, lunch, and bus arrivals and departures;
- Accompany and support students in the community during excursions;
- Attend appropriate meetings as requested by the Principal;
- Perform other duties as assigned by the Principal and/or the Teacher(s) being assisted.

## QUALIFICATIONS PREFERRED:

- 2-year College Diploma/University Degree in Educational Support or a related field;
- Experience working with students with Special Needs and/or students exhibiting severe behavioural/emotional difficulties would be an asset;
- Excellent interpersonal skills in dealing with children, adolescents, and families;
- Proven ability and skill in working as a member of a team.

## CERTIFICATIONS OF ASSET:

- Non-Violent Crisis Intervention Certification, Conflict Training, other related certifications.

## CONDITIONS OF EMPLOYMENT:

- New employees to the PSSBP are required, by legislation, to submit a satisfactory Criminal Record and Vulnerable Sector Check;
- The Educational Assistant position is a member of the Elementary Teachers' Federation of Ontario (ETFO), and further details of employment will be subject to the current Education Worker Employees' Collective Agreement that is in place.

Qualified candidates should forward their letter of application and résumé to:

Sean Turner, Manager of Finance and Treasurer  
The Protestant Separate School Board of the Town of Penetanguishene  
2 Poyntz Street, Box 107  
Penetanguishene ON L9M 1M2 or via email: [sturner@pssbp.ca](mailto:sturner@pssbp.ca)

**Closing Date: Tuesday, August 27, 2024 @ 3:00pm**

We consider "lived experience" as a member of a marginalized group to be a valuable asset and encourage applications from candidates with diverse backgrounds, including but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples;
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, place of origin, sexual orientations, gender identities, and gender expressions; and
- Persons with visible and/or invisible (physical and/or mental) disabilities.

Applicants are thanked for their interest in this position, however, only those selected for an interview will be contacted.