



HURON-PERTH CATHOLIC

District School Board

Casual Educational Assistant Position

The Casual Educational Assistant supports students to positively impact their faith development, well-being, and education. The Casual Educational Assistant assists students while fostering and enhancing an inclusive learning environment. Responsibilities of this position include providing support to students for their academic, behaviour, safety, medical and physical needs. Casual educational assistants support students both individually and/or in a group setting.

This position reports to the school Principal and works with the Special Education Resource Teacher (SERT) and classroom teacher. Casual Educational Assistants are scheduled on an as-needed basis, Monday to Friday, with an hourly wage of \$26.65 per hour plus 4% in lieu of vacation pay effective September 1, 2025.

KEY RESPONSIBILITIES:

- Provide educational support in compliance with pertinent education-related legislation, standards, regulations and policies, health and safety legislation and regulations, as well as the Board's policies, administrative practices and procedures, and philosophy of inclusion.
- Support and implement strategies to promote positive school climates that contribute to a safe, caring, and faith-based educational setting.
- Assist with the inclusion of students in all classroom and school activities.
- Increase access and reduce barriers that students may encounter throughout their school day to accommodate the student's strengths and needs.
- At the discretion of the principal/vice-principal or designate, collaborate with members of the School and/or System Team team by providing input in the development and revision of the Individual Education Plans (IEPs)/behaviour/safety plans of students.
- Support the implementation of components of the IEP/behaviour/safety plan under the direction of the teacher and/or principal/vice-principal or designate based on individual student's strengths and needs.
- Promote the development of independence in students; including assisting in the creation of social stories, learning materials, visuals, schedules, reinforcement systems, etc.
- Assist students in attaining essential social and job-related skills.
- Assist students with personal care needs in consultation with the School and/or System Team, specialists, care providers and family members.
- Assist students with lifting, positioning, and transferring utilizing predetermined/required equipment in consultation with the School and/or System Team and/or specialists.
- Assist with implementation of strategies to support students in the appropriate use of assistive technologies and communication aids.
- Monitor, collect (e.g. observation), record and communicate data related to the student's behaviour, performance, and progress as determined by the principal/vice-principal or designate and in collaboration with members of the School and/or System Team team.
- Participate in projects/initiatives that contributes to a positive and faith-based educational experience

- Promote and model positive and pro-social behaviour in all aspects of their role with students, supervisors, members of the School and/or System Team, community partners, and members of the student's family and/or guardians.
- Act in a manner consistent with the professional requirements related to all aspects of their work.

QUALIFICATIONS

- A minimum of a two (2) year college diploma in Educational Support, Child Youth Worker, Developmental Service Worker, Social Service Worker is required.
- Experience working in a school, educational setting or childcare is required.
- Non-Violent Crisis Intervention (NCVI) training.
- Experience working with children with a wide-range of exceptionalities, including behavioural
- Ability to solve day-to-day issues and refer complex matters to the teacher/SERT and where appropriate the principal/vice principal; in a timely manner
- Good verbal and written communication skills
- Ability to address inquiries from various individuals such as School and/or System Team members including sensitive issues
- Patience, empathy, and the ability to work closely with students with complex needs Ability to maintain strict confidentiality and discretion
- Computer skills including Google Workspace.
- Ability to attend work on a regular basis.

If you are interested in this position:

Individuals wishing to apply for a Casual Educational Assistant position are asked to submit their application through Apply To Education. You may submit a hard copy application package to the Catholic Education Centre, however Apply to Education is the preferred method.

ABOUT US:

The Huron-Perth Catholic District School Board (the Board) has nurtured the development of students and families since 1847. We honour the covenant between the school, home, and parish to embrace shared leadership and the wellness of the students entrusted to our care. Located in mid-western Ontario, the Board encompasses historic Goderich and Grand Bend along the Lake Huron shoreline with Exeter, Ontario and the rich productive agricultural land of several small rural communities. The Eastern boundaries of our school system encompass the beautiful towns of Listowel, Mitchell and St. Marys, Ontario and numerous beloved rural communities in between.

The Huron-Perth Catholic District School Board welcomes 4,600 students with progressive teaching and learning strategies and the best possible resources for achievement. The Huron-Perth Catholic District School Board is fervently committed to high standards for achievement in teaching and learning. We are very proud of the quality of instruction within all schools and our commitment to inclusive learning spaces that provide differentiated opportunities for growth and development.

Please note that only those applicants selected for an interview will be contacted.

Pursuant to the Accessibility for Ontarians with Disabilities Act, (AODA), if you require accommodations at any time throughout the application process, please contact the Human Resources Department 519-345-2440 or via email at hr@huronperthcatholic.ca prior to the posting closing date so that appropriate arrangements can be made.