

## VACANCY NOTICE

### **Educational Assistant Long Term Occasional**

Bloorview School Authority is seeking a Long Term Occasional Educational Assistant. This position is available as of March 2018.

#### **SUMMARY OF DUTIES:**

- Assist teachers in meeting student's personal care and health needs; these needs may include lifting, movement, feeding, toileting, changing and approved administration of medication/medical procedures, with appropriate training provided
- Assist teachers in monitoring and supporting the extreme high-risk health, personal care and safety needs of students with physical disabilities and/or developmental disabilities
- Assist with delivery of direct instruction to students after teachers have prepared lessons with expectations, teaching strategies and evaluation criteria
- Assist teachers in the programming and instruction for special needs students, as well as with preparation of activities
- Supervise and assist students during non-academic instructional time (e.g. recess, lunch, bus loading/unloading); assist with transitions for students
- Assist with students on out-of-school activities (field trips, aquatic programs) within the instructional day
- Assist students in following classroom routines and acquiring appropriate social and personal management skills that foster independence
- Provide appropriate encouragement and positive reinforcement for students
- Develop positive and professional working relationships with teachers
- Perform duties in a professional and courteous manner
- Contribute knowledge, skills and observations for the classroom team
- Attend and participate in staff meetings
- Participate in team meetings as required
- Other related duties as assigned by the Director and Principal

#### **REQUIRED QUALIFICATIONS:**

- Two year community college diploma (e.g. EA, ECE, DSW)
- Ability to communicate in a sensitive, courteous manner with students, parents, staff and the general public
- Ability to support students who have physical/ mobility /behavioural/ communication/ health/ personal care needs
- Ability to lift up to 25-27kg on an occasional basis
- Proven ability to follow directions, policies and procedures in an appropriate and timely manner.
- Understanding of and commitment to confidentiality.
- Proven ability to work as part of a multi-disciplinary team

#### **DESIRED QUALIFICATIONS:**

- Familiarity with assistive technology programs
- Experience working with non-verbal students with communication disorders.
- Current First Aid and CPR certification.
- CPI training/certification or equivalent.

#### **SPECIAL REQUIREMENTS:**

Some classrooms may require incumbent to take special training to meet student needs.

**HOURS:** 7.0 hours per day between 8:15 a.m. – 3:55 p.m.  
**WORK YEAR:** School Year (March to June or until further notice)

**LOCATION:** Bloorview School Authority  
150 Kilgour Road  
Toronto ON M4G 1R8

**RATE OF PAY:** \$25.38

**Only those selected for an interview will be contacted. Please submit your letter of application, resume and references by noon on February 23, 2018 to:**

**Elizabeth Lee, Human Resources**  
Bloorview School Authority  
[elee@hollandbloorview.ca](mailto:elee@hollandbloorview.ca)  
150 Kilgour Road  
Toronto, ON M4G 1R8  
Phone: (416) 422-7042 Fax: (416) 753-6094

**All Individual working at Bloorview School must be vaccinated annually against influenza, or wear a mask during the Vaccination required period (flu season)**

**Bloorview School Authority is an equal opportunity employer committed to promoting an environment of diversity, inclusiveness and accessibility. Should an applicant require accommodation during any stage in the recruitment process, please contact Human Resources at 416-422-7042.**