



Kenora Catholic District School Board

We are a Roman Catholic school system dedicated to excellence in education, the Christian formation of youth, and meaningful partnerships with family, community and the Church.

THE KENORA CATHOLIC DISTRICT SCHOOL BOARD

The Kenora Catholic District School Board (KCDSB) educates more than 1300 students from diverse cultures and backgrounds in 4 elementary schools and 1 secondary school located in beautiful Kenora and Red Lake, Ontario. At KCDSB we welcome students to experience a quality, inclusive and values-based education in a caring Catholic school community. Our mission goes beyond academics, the arts and athletics. Our goal is to provide excellence in Catholic education and grow graduates who become fully engaged citizens able to contribute to their families, communities and society.

Our staff is among our greatest resources. The people we hire have a direct impact on the success of our students. With approximately 180 academic and 80 permanent support staff, the KCDSB is one of the largest employers in the region.

KCSBD Invites applications for anticipated Long Term Occasional (LTO) Education Assistants for the **2023-2024 school year.**

At:

**École Ste-Marguerite Bourgeoys, Kenora
St. Louis Living Arts School, Keewatin
St. Thomas Aquinas High School, Kenora
St. John Paul II School, Kenora
St. John School, Red Lake**

Overall Responsibilities:

- Responsible to act professionally and to support the school's safe, inclusive and accepting learning environment by being a positive role model at all times
- Responsible for carrying out duties assigned by the Principal, Learning Resource Teacher, and Teachers
- Responsible for supporting the needs of a student

Duties:

- Support the implementation of Individual Education Plans (IEP)
- Collaborate with staff on a regular basis to review students' programs
- Support student Behaviour Success and Intervention Plans which may include containing the student
- Supervise student in all school-related settings, including field trips
- Track and maintain student data as requested by the Principal, Learning Resource Teacher and Teachers
- Participate in Health and Safety training
- May be required, under the direction of the Principal/Designate, to:
 - Transport student to and from various locations, using either their own vehicle or transportation provided by the Employer
 - accompany student to appointments and school related events
 - act as point of contact with caregivers/guardians/family members
- At the Principal's discretion perform other duties as required which are considered within the intent and scope of this position as a board employee

Qualifications:

- Grade 12 diploma or equivalent is required
- College diploma in related field (EA, CYW, SSW)

- Training and/or experience working with students with varying degrees of behavioural, social and emotional needs
- Knowledge and experience in ABA principles and practices
- Strong collaboration skills working with a multi-disciplinary team
- Ability to adapt as required to meet the needs of a diverse school community
- Computer literacy is preferred
- French Fluency is an asset (for École Ste-Marguerite Bourgeoys)

As a LTO Education Assistant (EA), you work during the school year only. There will be school shut down periods in December (Christmas Break), March Break and during the summer months when EA's do not work and are therefore, not paid.

The Board shall undertake to hire an employee with appropriate post-secondary education, training and/or directly related experience. Suggested appropriate qualifications may include but are not limited to:

- Child and Youth Worker/Child and Youth Care
- Community and Justice
- Developmental Disabilities Worker
- Educational Assistant/Educational Support
- Early Childhood Education (with special needs experience)
- Bachelor of Arts- Child and Youth Care
- Bachelor of Arts- Psychology
- Registered Nurse

Please include with your resume copies of:

- EA, CYW, SSW Diploma or equivalent if attained
- List any additional education and/or experience working with students with varying degrees of special education needs
- Three current professional references

Interested candidates are invited to submit a cover letter and resume outlining their top three location preferences, qualifications and experience quoting competition number **2023-65** to:

Email: hr@kcdsb.on.ca

Online : Apply to Education at : <http://kcdsb.simplification.com/>

We appreciate the interest of all applicants, however, KCDSB will only be contacting candidates whose skills, experience and qualifications best meet the requirements of the position.

Accommodations for persons with disabilities are available during the recruitment and selection process. Applicants need to make their required accommodations known in advance by contacting the Human Resources Department.

Successful candidates must provide a current satisfactory Vulnerable Sector Check (VSC) prior to commencing employment with KCDSB. Please review the requirements for the VSC at [Ontario Provincial Police - Police Record Checks \(opp.ca\)](https://www.ontario.ca/government/ontario-provincial-police-police-record-checks)

Discover more about KCDSB and why you should start your career with us today at [Home - Kenora Catholic District School Board \(kcdsb.on.ca\)](http://www.kcdsb.on.ca)!

N. Kurtz
Director of Education

Mrs. T. Gallik
Chair

Dedicated to Excellence in Catholic Education
