

**SUPPORT STAFF JOB POSTING**

**To:** All IUOE Employees

**Date:** August 30, 2024

**SUBJECT: JOB POSTING #2024-51**

The Human Resources Office will accept applications up to **Wednesday, September 4, 2024 - Noon** - for the following position:

**CONNECTIONS – Roosevelt Park Community School**

Part-time, continuing position, 3.0 hours per day, effective immediately. 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 employee will supervise and assist individual students or small groups of students. 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) Supervises the student or groups under the direction of the teacher and/or the principal.
- d) Works as an Education Assistant in classrooms as required.
- e) Prepares/modifies instructional materials as directed by the classroom teacher.
- f) Maintains a daily record of students.
- g) Performs other duties as assigned or required – duties may include noon hour supervision.

**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) Must demonstrate positive problem-solving skills.
- e) Must be willing to take violence prevention training.
- f) Must have counselling or psychology courses or demonstrated related experience.
- g) Computer literacy and basic keyboarding skills of 30 wpm.

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- h) Good organizational and inter-personal skills
- i) Must have a thorough knowledge of the French language; must have verbal and written skills in both the English and French language to provide assistance in the classroom in speech/language development.
- j) Must be able to communicate clearly, to understand and follow directions and to prioritize tasks.
- k) Current training in Basic First Aid/CPR or willingness to obtain.

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

**PLEASE POST**