



JOB POSTING

1.0 FTE Educational Assistant

Our Lady of the Way School

Posting Number:	2627-09
Applicant Group:	CUPE Members & External applicants
Hours of work:	30 hours/week
Start Date/Duration:	August 31, 2026
Hourly Rate of Pay:	\$30.76 per hour, as per Schedule "A" of CUPE collective agreement (September 1, 2025)

Qualifications/Requirements:

- See attached position description.

Salary/Benefits:

- In accordance with the current CUPE collective agreement.
- We also offer a comprehensive and generous benefit package, including personal leave, vacation (dependent on position) and enrollment into the Ontario Municipal Employees Retirement System (OMERS) pension plan.

Application Process:

Internal applicants are required to:

- Submit an internal application form (G-01-12). For reference purposes, the Principal will be contacting each applicant's current and if applicable, former supervisor(s).

External applicants are required to:

- Complete the Board's employment application (G-01-10) and submit it along with a cover letter, resume and three (3) professional references.

Please submit completed application package to the Human Resources Department at hrdepartment@tncdsb.on.ca.

Notes:

- This position will be advertised until **3:30 pm on Tuesday, August 11, 2026**
- Only those applicants selected for an interview will be contacted.

"TNCDSB Schools of Hope provide all students a safe, respectful and inclusive Catholic education. Together, with home, church and community, we will prepare students to become active, caring, lifelong learners."

Kathy Bryck, Board Chair

Jackie Robinson, Chief Executive Officer

The Northwest Catholic District School Board is committed to equitable, inclusive and accessible employment practices. Accommodations are available upon request throughout the recruitment process.

This position is for an existing vacancy ☒ This posting is for a newly created position ☐

Date of Posting: July 28, 2026



THE NORTHWEST CATHOLIC DISTRICT SCHOOL BOARD

POSITION DESCRIPTION

EDUCATIONAL ASSISTANT

Title: Educational Assistant
Reports to: Principal
Supervises: Not applicable
Location: As assigned
Position Identification: School Support

Position Summary:

In accordance with the Board Special Education Plan, assists designated students with activities of a special program, including modification and preparation of materials and activities. Provides observation and assessment data, record keeping, care and assistance, as well as medical necessary interventions (e.g. catheterization, suctioning) and physical assistance where necessary.

Position Responsibilities:

Under the direct supervision of the Principal, the incumbent also takes direction from classroom and special education teachers. The incumbent works in partnership within the school as a whole, interacting with other staff members of the school, students and volunteers in order to support student needs in a meaningful way and exchange information.

The Educational Assistant must be an excellent communicator with the ability to apply a variety of communication techniques. The ability to follow oral and written directions, multi-task, maintain confidential information and organize work time effectively is required. The Educational Assistant is required to have a good understanding of managing and preventing aggressive behaviours. The Educational Assistant must have excellent supervisory skills. Good problem solving and judgement skills are also required. The incumbent must be able to exercise sound, independent judgment and discretion when carrying out the requirements of the job. The Educational Assistant must be flexible in order to accommodate the changing needs and schedules of students. A good understanding of school policies, procedures and emergency plans is required. The Educational Assistant is required to work with safety in mind at all times. The incumbent is required to participate in Board professional development when required.

Position Duties:

- Assist the classroom teacher(s) and other educational support staff to modify and implement programs to meet the specific needs of the individual student. Assist in the administration of tests and examinations by reading, scribing and clarifying questions for assigned students.
- Attend to the physical needs of students i.e. dressing, lifting, feeding (including feeding tubes), shallow surface suctioning, toileting (including clean catheterization as per Board Procedure) and assist with the personal hygiene of students.
- Supervise identified students on field trips if required.
- Supervise students during recess/nutritional breaks and lunch time.
- Communicate effectively and regularly with teachers, special education resource teachers, principal and/or other staff on the identification and referral of changes in student needs. Communication practices are unique to each environment and are established by each classroom teacher, special education resource teacher and/or principal or designate.
- Under the supervision of the classroom/special education resource teacher/principal or designate, assist students individually or in small groups and follow up with students regarding homework assignments, check work for completion, correctness and understanding of instruction.
- Assist in developing, implementing, reviewing, evaluating, revising and monitoring behaviour management programs for designated students.
- Review and become familiar with the needs and goals of designated students through review of individual education plans and other relevant resources including participation in appropriate training/professional development sessions.
- Provide support to classroom/special education teacher(s) for the evaluation of programs and student progress, including the individual education plan.
- Assist in the utilization, inventory and maintenance of equipment needs such as sound field systems, computer peripherals, wheel chairs, standing frames, Hoyer lifts and adaptive communication devices or any other equipment deemed necessary for students.
- Support classroom teacher/special education resource teacher(s) with home/school communication.
- Collect and chart data and assist classroom teacher/special education teacher(s) in other functional assessment activities to determine a student's developmental level.
- Assist in ensuring a safe environment through sharing supervision of students during arrivals and departures, lunches, recesses/nutritional breaks and in the classroom during the teacher's brief unscheduled absence.
- All other duties as assigned.

Working Conditions:

The incumbent works in a classroom environment and/or throughout the school with frequent exposure to interruptions, noise, colds and viruses. The Educational Assistant is occasionally exposed to inclement weather and behaviourally difficult students. Frequent heavy effort may be required for lifting, transporting, toileting or restraining students.

Qualifications:

This position requires a Secondary School Diploma (OSSD) or equivalent, with the completion of the Educational Assistant course or equivalent. One (1) to two (2) years of previous on the job or related experience is required.

APPROVED POSITION TITLE:	Educational Assistant
APPROVED BY DATE:	July 15, 2026
TOTAL JOB EQUITY POINTS:	-
SALARY RANGE:	as per the CUPE Collective Agreement
JOB STATUS:	Full time
WORK SCHEDULE:	Monday to Friday (30 hours/week)