



Toronto
District
School
Board

REPLACEMENT STAFF OPPORTUNITIES

EDUCATIONAL ASSISTANTS AND SPECIAL NEEDS ASSISTANTS – SPECIAL EDUCATION

In our Special Education programs, there are several positions which are assigned to work in our classrooms with students. They are described in three categories below.

Note: In each category, we will only consider qualified candidates who are willing to work with secondary school age students.

CATEGORY ONE

Educational Assistant – Programming Needs and Mild to Moderate Social/Emotional Needs

The Educational Assistant – Programming Needs works with children with Communication Exceptionalities, Mild Intellectual Disabilities, and Mixed Exceptionalities (LD & MID)

Supply Rate: \$15.48/hr - After 30 Days \$22.25/hr
(All rates effective September 1, 2009)

Summary of Key Duties:

- Assist with academic & social skills instruction of exceptional students.
- Assist with preparation of classroom activities.
- Participate in team meetings and IEP reviews.
- Supervise during non-academic instructional time
- Assist with occasional mild to moderate health/personal care/safety needs.
- Assist in the integration of students into the regular classroom programs
- Assist with students on field trips;
- Accompany/supervise students off school site (e.g. TTC training etc).

Key Qualifications:

- Secondary School diploma with 6 months related experience working with children/adolescents with mild to moderate exceptional programming needs
- Ability to communicate in a sensitive, courteous manner with students, parents, staff and the general public;
- Ability to support students who have mild to moderate health/personal care needs;
- Proven ability to follow directions, policies and procedures in an appropriate and timely manner;
- Understanding of and commitment to confidentiality; and
- Proven ability to work as a team player.
- Current First Aid and CPR certification is an asset.
- CPI (Crisis Prevention Intervention) training/certification or equivalent is an asset.

CATEGORY TWO

This category consists of three positions:

- **Educational Assistant – Moderate to Severe Needs**
- **Special Needs Assistant**
- **Individual Student Support Assistant – Moderate to Severe Needs**

Supply Rate: \$15.48/hr - After 30 Days \$23.74/hr
(All rates effective September 1, 2009)

Summary of Key Duties Common to the Above Positions:

- Assist with preparation of activities;
- Participate in team meetings and IEP reviews;
- Supervise during non-academic instructional time,
- Provide student support during integration;
- Assist with students on field trips;
- Accompany/supervise students off school site (e.g. TTC training etc.); and
- Other related duties as assigned.

Key Qualifications:

- Two year Community College Diploma (e.g. DSW) with three months related experience providing support to children/adolescents with moderate to severe exceptional needs;
- 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/health/personal care needs using appropriate intervention and/or therapeutic and/or lifting and/or restraint techniques;;
- 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 a team player.
- Current First Aid and CPR certification;
- CPI (Crisis Prevention Intervention) training/certification or equivalent.

Special key duties for each are described below.

Educational Assistant - Moderate to Severe Needs

The Educational Assistant – Moderate to Severe Needs works with children with Multiple, Behaviour, Autism/PDD, or Physical Disability Exceptionalities.

Specific Key Duties under the day-to-day direction of the Special Education teacher(s):

- Assist in monitoring, intervention and support to meet the moderate to severe health, personal care and safety needs of exceptional students;
- Assist in monitoring, intervention and support to meet the moderate to severe needs of students with multiple exceptionalities;
- Assist in meeting the moderate to severe personal care and health needs; these needs may include lifting, movement, feeding, toileting, changing, and approved administration of medication/medical procedures with appropriate training;
- Provide student support during integration;
- Assist in the academic instruction of Special Needs students.

Special Needs Assistant

The Special Needs Assistant provides additional staff support on a short-term basis in regular classrooms where high needs and/or at risk students (special needs) are present. Lifting, toileting, restraint, and administration of medication all may be required.

Specific Key Duties under the day-to-day direction of the Special Education teacher(s):

- Provide daily support of physical/personal care;
- Assist with medical/health care;
- Assist with physical safety of students
- Assist with academic instruction.

Individual Student Support Assistant – Moderate to Severe Needs

The Individual Student Support Assistant – Moderate to Severe Needs ensures the safety of individual students who have high needs related to their disabilities. Lifting, toileting, restraint, and administration of medication all may be required.

Specific Key Duties under the day-to-day direction of the Special Education teacher(s):

- Responsible for interventions and support to meet the moderate to severe health, personal care and safety needs of exceptional students;
- Responsible for providing interventions to support an individual student with moderate to severe personal and health needs;
- Responsible for providing interventions to support academic progress.

CATEGORY THREE

This category consists of two positions:

- **Educational Assistant – Intensive Support for Low Incidence-High Risk Needs**
- **Individual Student Support Assistant – Intensive Support for Low Incidence-High Risk Needs**

Supply Rate: \$15.48/hr - After 30 Days \$25.30/hr
(All rates effective September 1, 2009)

Summary of Key Duties Common to the Above Positions:

- Participate in team meetings and IEP reviews;
- Supervise during non-academic instructional time,
- Provide student support during integration;
- Assist with students on field trips;
- Accompany/supervise students off school site (e.g. TTC training etc.); and
- Other related duties as assigned.

Key Qualifications:

- Two year Community College Diploma (e.g. DSW) with 6 months related experience providing support to children/adolescents with high-risk needs;
- 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/health/personal care needs using appropriate intervention and/or therapeutic and/or lifting and/or restraint techniques;

- 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 a team player.
- Current First Aid and CPR certification;
- CPI (Crisis Prevention Intervention) training/certification or equivalent.

Special key duties for each are described below.

Educational Assistant – Intensive Support for Low Incidence-High Risk Needs

The Educational Assistant – Intensive Support for Low Incidence-High Risk Needs works with children with High Risk needs (Developmental and/or Physical Disabilities).

Specific Key Duties under the day-to-day direction of the Special Education teacher(s):

- Assist in monitoring, intervention and support to meet the extreme high-risk health, personal care and safety needs of students with developmental and/or physical disabilities;
- Assist in meeting personal care and health needs; these needs may include lifting, movement, feeding, toileting, changing, and approved administration of medication/medical procedures with appropriate training;
- Assist in the integration of these exceptional students into the regular classroom programs;
- Assist in the academic instruction of Special Needs students.
- Assist with the preparation of activities.

Individual Student Support Assistant – Intensive Support for Low Incidence-High Risk Needs

The Individual Student Support Assistant – Intensive Support for Low Incidence-High Risk Needs ensures the safety of individual students who have extraordinarily high needs related to their disabilities. Lifting, toileting, restraint, and administration of medication all may be required.

Specific Key Duties under the day-to-day direction of the Special Education teacher(s):

- Responsible for interventions and support to meet the extreme high-risk health, personal care and safety needs of an individual student with physical, developmental, and/or multiple disabilities;
- Responsible for providing interventions to support daily personal and health needs;
- Responsible for providing interventions to support academic progress.