

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD
(An Equal Opportunity Employer)

Applications are invited from present CUPE 5555 employees who wish to apply for the following positions.

Educational Assistant
(Job Code 7201)

SEE ATTACHED LIST

	<u>Band</u>	<u>Start</u>	<u>3 months</u>	<u>1 Year</u>
SALARY RANGE:	Seven (7)	\$20.74	\$21.89	\$23.04

Commencement Date: January 5, 2015

Locations: AS LISTED ON ATTACHED SHEET

POSITION SUMMARY:

The Educational Assistant provides instructional support in academic, social, physical, emotional and behavioural programs for students in a variety of learning situations. As well the Educational Assistant carries out personal care duties to meet the physical needs of students. As part of the student support team, the Educational Assistant promotes and maintains a safe, caring and restorative school environment. This position reports to the School Principal with duties assigned by the teacher.

QUALIFICATIONS:

Effective January 1, 2011, CUPE members must pre-qualify for all postings. This means that you must have all the minimum qualifications listed on the job description (or be granted equivalency) prior to the closing date of the posting in order to be considered eligible for the position. Test and equivalency reviews will not be granted after the closing date of any competition.

- Secondary School Graduation Diploma or equivalent
- Two (2) year college diploma in Educational Assistant Program or equivalent
- Current Non Violent Crisis Intervention (NVC) Certification (Full Program)
- Up to six (6) months related educational assistant experience

Please refer to myKPR - Documents & Forms for CUPE Job Descriptions

Applicants are asked to submit to **the HR Specialist listed below**, a complete resume, **if requesting a classification change or an increase in pay band.**

Applicants are asked to complete **all sections** of the Online Application form when applying for a position that has different qualifications, as noted above, than the position that you currently hold.

Employees interested in this position must apply no later than **4:00 pm, December 9, 2014.** Applicants are asked to submit their request using the Online Application form.

Human Resources Department
Kawartha Pine Ridge District School Board
1994 Fisher Drive
Peterborough, Ontario
K9J 6X6
Fax: 705-760-8654
Inquiries Only: Please email: wanda_bates@kprdsb.ca

The three rates of pay (start - 90%, 3 month - 95%, and 1 year - 100%) are shown above for each position posted in order to provide complete job rate information for permanent employees with less than 12 months service who may wish to apply for the vacancy.

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Start Date: January 5, 2015

Salary: See attached posting shell

Qualifications and Job Requirements: Please refer to myKPR for complete job descriptions.

Closing Date: December 9, 2014 - 4:00 pm

Postings:

- *Only 30 & 35 hr. positions that are expected to continue to the end of the school year are being posted.*

You can apply if you:

- *are a permanent EA/CYW and didn't post out after the June staffing day.*

OR

- *are a permanent EA/CYW and are applying for a posting with an increase in rate of pay or work hours.*

Positions left vacant after December posting:

- *Any unfilled position as a result of the December 2014 postings will be filled by current LTO's or by casuals from the supply list. (ie) - you started in October, as an LTO in a 30 hr EA position at School X. This position is now going to be included in the December posting. Nobody applies, which leaves the position unfilled. You can now remain in that position, as an LTO.*
- *Your status will remain casual.*

Posting #	Position Title	Weekly Hrs	Hours of work	Location	Pay Band
CUPE-14-552	Educational Assistant (Job Code 7201)	30	8:45 a.m. to 3:15 p.m.	Armour Heights PS (Behaviour, Moderate Lifting, Use of Personal Protective Equipment)	7
CUPE-14-553	Educational Assistant (Job Code 7201)	35	8:30 a.m.to 4:00 p.m.	Armour Heights PS (Behaviour, Moderate Lifting, Use of Personal Protective Equipment)	7
CUPE-14-554	Educational Assistant (Job Code 7201)	30	8:45 a.m.to 3:15 p.m.	Edmison Heights PS (Behaviour, Use of Personal Protective Equipment, Moderate Lifting)	7

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Posting #	Position Title	Weekly Hrs	Hours of work	Location	Pay Band
CUPE-14-555	Educational Assistant (Job Code 7201)	30	8:55 a.m.to 3:25 p.m.	Kawartha Heights PS (Behaviour, Use of Assistive Technology/Equipment, Minimal Lifting)	7
CUPE-14-556	Educational Assistant (Job Code 7201)	30	8:55 a.m.to 3:25 p.m.	Kawartha Heights PS (Behaviour, Use of Assistive Technology/Equipment, Minimal Lifting)	7
CUPE-14-557	Educational Assistant (Job Code 7201)	35	8:30 a.m. to 4:00 p.m.	Keith Wightman PS (Behaviour, Health SIP, High Needs Health, Moderate - Extensive Lifting)	7

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CUPE-14-558	Educational Assistant (Job Code 7201)	30	8:20 a.m. to 2:50 p.m.	Kenner Intermediate PS (1 LLS Classroom, Safety SIP, Use of Personal Protective Equipment, Behaviour, Use of Assistive Technology/Equipment, Extensive Lifting, Promoting Mentally Healthy Schools Pilot Project)	7
CUPE-14-559	Educational Assistant (Job Code 7201)	30	8:15 a.m. to 2:45 p.m.	East Northumberland Secondary School (4 LLS Classrooms, Safety SIP, Health SIP, High Needs Behaviour, Use of Personal Protective Equipment, Diabetes, Visual Impairment, Hearing Impairment, Use of Assistive Technology/Equipment, Moderate - Extensive Lifting, Promoting Mentally Healthy Schools Pilot Project)	7

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CUPE-14-560	Educational Assistant (Job Code 7201)	30	8:00 a.m. to 2:30 p.m.	Clarington Central SS (6 LLS Classrooms, Safety SIP, Health SIP, Behaviour, Hearing Impairment, Use of Assistive Technology/Equipment, Use of Protective Equipment, Moderate - Extensive Lifting)	7
CUPE-14-561	Educational Assistant (Job Code 7201)	30	8:30 a.m. to 3:00 p.m.	Adam Scott CVI (4 LLS Classrooms, Safety SIP, High Needs Behaviour, Use of Personal Protective Equipment, Behaviour, Use of Assistive Technology/Equipment, Minimal Lifting)	7
CUPE-14-562	Educational Assistant (Job Code 7201)	30	8:30 a.m. to 3:00 p.m.	Adam Scott CVI (4 LLS Classrooms, Safety SIP, High Needs Behaviour, Use of Personal Protective Equipment, Behaviour, Use of Assistive Technology/Equipment, Minimal Lifting)	7

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CUPE-14-563	Educational Assistant – (Job Code 7201)	30	8:15 a.m. to 2:45 p.m.	Cobourg Collegiate Institute (3 LLS Classrooms, Diabetes, Health SIP, Behaviour, Use of Assistive Technology/Equipment, Extensive Lifting)	7
CUPE-14-564	Educational Assistant – (Job Code 7201)	35	8:50 a.m. to 4:20 p.m.	Northumberland Hills (1 LLS Class, Behaviour, Visual Impairment, Use of Assistive Technology/Equipment, Extensive Lifting)	7
CUPE-14-565	Educational Assistant (Job Code 7201)	35	8:20 a.m. to 3:50 p.m.	Buckhorn PS (Behaviour, Use of Assistive Technology/Equipment, Use of Personal Protective Equipment)	7

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CUPE-14-566	Educational Assistant (Job Code 7201)	30	9:10 a.m. to 3:40 p.m.	R. F. Downey PS (High Needs Health, Visual Impairment, Safety SIP, Behaviour, Extensive Lifting, Use of Assistive Technology/Equipment, Promoting Mentally Healthy Schools Pilot Project)	7
CUPE-14-567	Educational Assistant (Job Code 7201)	30	9:10 a.m. to 3:40 p.m.	R. F. Downey PS (High Needs Health, Visual Impairment, Safety SIP, Behaviour, Extensive Lifting, Use of Assistive Technology/Equipment, Promoting Mentally Healthy Schools Pilot Project)	7
CUPE-14-568	Educational Assistant (Job Code 7201)	30	8:45 a.m. to 3:15 p.m.	Roger Neilson PS (Behaviour, Visual Impairment, Hearing Impairment, 1 LLS Classroom, Health SIP, Use of Personal Protective Equipment, Moderate Lifting, Promoting Mentally Healthy Schools Pilot Project)	7

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CUPE-14-569	Educational Assistant (Job Code 7201)	30	8:30 a.m. to 3:00 p.m.	Adam Scott CVI (4 LLS Classrooms, Safety SIP, High Needs Behaviour, Use of Personal Protective Equipment, Behaviour, Use of Assistive Technology/Equipment, Minimal Lifting, Promoting Mentally Healthy Schools Pilot Project)	7
CUPE-14-570	Educational Assistant (Job Code 7201)	30	8:30 a.m. to 4:00 p.m.	Prince of Wales PS – Mon Ami Class (Behaviour)	7
CUPE-14-571	Educational Assistant (Job Code 7201)	30	8:00 a.m. to 2:30 p.m.	Port Hope High School	7