

# *Moose Factory Island District School Area Board*

P.O. Box 160 • MOOSE FACTORY, ONTARIO P0L 1W0  
Phone 705-658-4571 • FAX 705-658-4768

## **EMPLOYMENT OPPORTUNITY**

### **TERM 1.0 EDUCATIONAL ASSISTANT**

***Immediately until Friday June 23, 2023***

Recognizing the importance of providing an enriched learning environment to support children's physical, social-emotional, and cognitive development in preparation for life-long learning, the Board is seeking one qualified Educational Assistant. Under the direction of the Principal of Ministik School, the Educational Assistants are to assist teachers and school staff in implementing student individual education plans, as well as to assist in maintaining a smooth and efficient operation of the school in general. Some assigned duties will involve responsibilities for assisting students with high special education needs within the regular classroom, extra-curricular activities, recess supervision, and special programs for exceptional students.

#### **QUALIFICATIONS**

- Applicants must be physically fit and should have or be willing to obtain training and certification in Behaviour Management Systems training to support accepted behavioural strategies; and CPR/First Aid to support student safety.
- Applicants must be willing to obtain specialized training for supporting students through board sponsored courses, conferences and/or workshops.
- Preference will be given to applicants with post-secondary education and training and/or experience working with school age children.

#### **Application packages must include the following:**

- Resume and Letter of Application (cover letter)
- Current CPIC (Criminal Record Check) with Vulnerable Sector Screening or Receipt for Proof of Application.
- Three (3) Recent Work References with permission to contact.

Inquiries can be made by contacting Mrs. Jennifer Knight-Blackned, Principal by email at [jknight.blackned@mfidsab.ca](mailto:jknight.blackned@mfidsab.ca)

Please send all your documentation to:

**Nathan Beck, Business Administrator & Treasurer**

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P.O. Box 160 | Moose Factory, ON | P0L 1W0

Phone: (705) 658-4571 | Fax: (705) 658-4768 | E-mail: [nathan.beck@mfidsab.ca](mailto:nathan.beck@mfidsab.ca)

**Deadline for Applications is Monday March 20, 2023 @ 4pm**

Applicants are thanked in advance for their interest in this position however, only those who have been scheduled for an interview will be contacted.

We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. MFIDSAB is committed to equity and inclusion in the recruitment and hiring of qualified staff who reflect the diversity of residents in the province of Ontario. We encourage submissions from candidates who represent the various dimensions of diversity.