MOOSE FACTORY ISLAND DISTRICT SCHOOL AREA BOARD

BOARD OFFICE
22 Jonathan Cheechoo Drive
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Moose Factory, ON.
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Fax: (705) 658-4768
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MINISTIK SCHOOL
9 Horden Street
Tel: (705) 658-4535
Fax: (705) 658-4024

MINISTIK GARAGE/MAINTENANCE
Tel: (705) 658-4351
Mobile: (705) 336-8692

EMPLOYMENT OPPORTUNITY

1.0 EDUCATIONAL ASSISTANT

Competition # 27-23B

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 additional term qualified Educational Assistant. Under the direction of the Principal of Ministik School, 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 REQUIREMENTS:

- 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.

SALARY: Per established Salary Grid.

DURATION: Permanent position, upon successful completion of probationary period.

CLOSING DATE: **Friday, October 30th, 2026, at 4:00PM.**

Inquiries for the position can be directed to:

Mrs. Jennifer Knight-Blackned – School Principal
Phone: 705-658-4535 | Email: jknight.blackned@mfidsab.ca

Interested individuals must submit their application package to:

Nathan Beck – Business Administrator & Treasurer
Email: jobs@mfidsab.ca | Fax: (705) 658-4768
Job description available upon request.

Applicants are thanked in advance for their interest in this position however, only those who have been selected 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.

Posted: October 16, 2026