

CUPE LOCAL 1328 SBESS POSTINGS

PLEASE NOTE BIDDING PROCESS for EDUCATION ASSISTANT POSITIONS:

- 1) **If bidding on an Education Assistant position**, employees need only complete and send in the Bid Form.
- 2) If you require further information regarding a posting, please contact the principal directly to discuss the details of the assignment.
- 3) All bids must be made using the appropriate Bid Form for SBESS.

Please note that applicants will be reviewed and recommended based on seniority, positive attendance and punctuality, and a positive performance record.

*If you are a supply Education Assistant, your bid must also be accompanied by recent positive performance appraisal(s).

Please note: unless otherwise noted, positions are 100%

POSTING #	POSITION	SCHOOL
SB2012-141	Education Assistant	Blessed Sacrament Please note: This is a 50% position
SB2012-142	Education Assistant	Francis Libermann

When bidding on an Education Assistant posting, it is with the understanding that at any given time the incumbent may be asked to perform any duty of an Education Assistant, for example (among other duties) toileting, diapering, lifting, assist student during meal times, as well as one-on-one assistance for the student in the classroom, with out of school programs and with essential life skills. Specific requirements for the vacancy will be discussed prior to an established start date. Please also note that at any given time, Principals may need to reassign SBESS staff to best meet the needs of the school and students.

WRITTEN OR FAXED (416-512-3046) APPLICATIONS REFERRING TO POSTING NUMBER, LOCATION AND POSITION MUST REACH HUMAN RESOURCES, ATTENTION: MARGHERITA DECESARE, SUPERVISOR OF SUPPORT SERVICES, HUMAN RESOURCES, CATHOLIC EDUCATION CENTRE, 80 SHEPPARD AVENUE EAST, TORONTO, ONTARIO, NOT LATER THAN **Tuesday, December 4, 2012**

PLEASE NOTE: RECEIPT OF FAXES OR BID SHEETS WILL NOT BE PROVIDED

You may also scan your bids and email them to hrjobbids.cupe1328sbess@tcdsb.org
Each bid must be submitted separately and include supporting documentation.