



**APPLICATIONS ARE INVITED FOR THE POSITION OF  
SUPPLY EDUCATION ASSISTANT**

**Daily Rate of Pay: \$137.00 (inclusive of vacation and statutory holiday pay)**

**Working Hours: 6 hours, 40 minutes/day, excluding unpaid lunch break**

**Our Vision**

At the Toronto Catholic District School Board, we transform the world through witness, faith, innovation and action. Leadership at Toronto Catholic is servant-like, visionary, empowering and inclusive. We seek colleagues who demonstrate a powerful personal mission and commitment through action to these principles. We are committed to fairly and objectively recruiting and selecting leaders and staff who are excellent role models, visionary and innovative, student-focused, committed to diversity, inclusion and equity and are also collaborative in building a Catholic community.

We are currently accepting applications for **Supply Education Assistants**. The TCDSB maintains a roster of temporary/casual staff for assignment to cover employee absences. Supply staff are assigned from a pool on an as-needed basis.

The primary function of an Education Assistant is to provide assistance to students in the areas of spiritual, education, social, behavioural and physical needs. The position will often require heavy lifting. Special programs encountered in the classroom include:

- Autism
- Behavioural
- DD - Developmentally delayed
- MH - Multiple Handicapped
- Speech
- Hearing (sign language)
- Resource classes - learning disabilities
- ME - Multiple Exceptionalities

Please note the following are required as part of your application package:

- Proof of educational credentials (minimum of grade 12 or Ontario equivalency). Preference will be given to those that currently hold an Education Assistant Diploma or a Child and Youth Worker Diploma.
- Proof of Catholicity: a pastoral reference from a Roman Catholic Priest (dated within the last 12 months), or a Baptismal Certificate.
- Resume and Cover Letter addressed to the Sr. Manager, Recruitment.
- Two work-related reference letters from previous employers, preferred.

**Diversity and Inclusion**

Consistent with the TCDSB's Employment Equity policy and Multi-Year Strategic Plan, the TCDSB is strongly committed to fostering and creating a diverse and inclusive workplace that reflects the diverse stakeholders and communities we serve. As such, we especially welcome applications from candidates who self-identify as visible minorities, persons with disabilities, indigenous and women. You are invited to voluntarily indicate if you identify as one or more of the aforementioned communities. This information will be kept confidential.

**Barrier-Free Recruitment and Selection**

TCDSB embraces the principles of the Accessibility for Ontarians with Disabilities Act (AODA) and as such, is committed to creating an inclusive, barrier-free recruitment and selection process. Please inform the Human Resources department at the time of your application of any requirement for an accommodation. The need for documentation to support the accommodation will be requested as required prior to the implementation of any accommodation measures.

All applications must be submitted online through [ApplyToEducation.com](http://ApplyToEducation.com)

Failure to complete a full package may impact your eligibility for an interview.

**We thank all applicants, however, only those selected for further consideration will be contacted.**

Please note, candidates selected for an interview will be required to provide original applicable education documents.

