

Communicative Disorder Assistant (1 Full-Time Non-Union Position)

1. General Information

Lakehead District School Board is located in the Thunder Bay area, providing education and related services to 22 elementary schools, three secondary schools, and one adult education centre. The Board has a total enrolment of over 10,000 students.

The following full-time position will be available effective August 26, 2024. This is a three-year position and is subject to extension based on annual budget approval, mutual agreement and Board identified need.

2. The Role

The Communicative Disorder Assistant:

- ✓ Reports directly to the Principal of Special Education
- ✓ Works under direction and clinical supervision of the Board's Speech and Language Pathologist
- ✓ Provides interventions for students with communication needs
- ✓ fulfills professional responsibilities;
- ✓ performs duties related to administration; and carries out other related duties as assigned

3. Qualifications

This position requires a two-year post-secondary education and a one-year Communicative Disorders Assistant (CDA) graduate certificate from a recognized community college. Membership in the CDAAC would be an asset.

4. Experience

2 years of experience working with school-aged children as a CDA is required. Must have a passion for working with students with complex needs.

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5. Additional Skills

This job requires excellent skills/knowledge in the following areas:

- ✓ Excellent interpersonal skills for working with a team of professionals and educators;
- ✓ Must be able to take direction from and work with speech-language pathologists as clinical supervisors;
- ✓ Strong oral and written communication skills;
- ✓ Ability to collect data and maintain student progress accurately and in detail;
- ✓ Strong time management, organization and multi-tasking skills to manage a large caseload, prioritize competing demands, balance urgent needs and sustained needs, and ensure timely and consistent services;
- ✓ Ability to learn necessary technology and computer literacy;
- ✓ Ability to adapt to change and maintain resilience, optimism and flexibility.

6. Other Requirements

Use of a vehicle and valid Ontario Class G license

7. Application

A complete application will include:

- a cover letter – addressed to Maggie Fredrickson, Principal of Special Education;
- a complete resume of qualifications and experience arranged in chronological sequence;
- the names of two (2) referees with telephone and fax numbers (include a signed Reference Check Consent Form for FOI purposes). The referees may be contacted to clarify, validate and provide information as part of the selection process.

Applications will be received by Human Resources, via email at hr@lakeheadschoools.ca **no later than 4:00pm on Friday, June 7th, 2024.**

Lakehead District School Board is committed to equity in employment. We provide reasonable accommodation at any point throughout the recruitment process. If you require accommodation, please contact Human Resources (accomodation@lakeheadschoools.ca) so that appropriate arrangements may be made.

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