

## **HIRING COMPETITION**

### **Supply Student Support Professionals**

Supply SSP positions are available. Successful candidates will be placed on a supply list on an 'on-call' basis with no guarantee of hours of work. The SSP position description is attached.

We will be accepting electronic applications beginning on January 30, 2019 with the deadline to apply being **March 1, 2019**.

#### **Position Requirements:**

- A diploma or degree in the field of Human Services;
- Current certification in Standard First Aid/CPR (level C);
- Strong human relations skills and experience working with students with special needs;
- Behaviour Management Systems training, French Language and American Sign Language qualifications are considered assets;
- Successful applicants must pass a functional/physical capabilities test.

#### **Each candidate shall submit the following:**

- A covering letter;
- A resumé of qualifications and experience arranged in chronological sequence;
- A copy of the relevant diploma(s) or degree(s);
- Proof of current certification in Standard First Aid/CPR (level C);
- A Reference Check Consent Form (available from Main Floor Reception, 2135 Sills Street or on the Board website under 'Careers').

\*\* Incomplete packages may not be considered.

#### **Offer of employment is conditional upon the successful candidates:**

- Passing a functional/physical capabilities test (to be set up by Lakehead Public Schools at a later date);
- Completion of full day BMST Training (Provided by Lakehead Public Schools at a later date)
- Completion of full day of Mentorship (Provided by Lakehead Public Schools at a later date)
- Providing a current Police Record Check including Vulnerable Sector Screening; (this document **does not** need to be included in the application package).

## **Application Procedure**

- Please submit your application via email to: [SSPHire@lakeheadschools.ca](mailto:SSPHire@lakeheadschools.ca)

Lakehead District School Board is committed to equity in employment. We provide accommodations for individuals with disabilities at any point throughout the recruitment process, in accordance with the Accessibility for Ontarians with Disabilities Act. If you require accommodation, please contact Human Resources so that appropriate arrangements may be made.

*We thank you for your application.  
Only those selected for an interview will be contacted.*

# POSITION DESCRIPTION

Position Name: **Student Support Professional (SSP)**  
Reports to: **Principal**

## POSITION SUMMARY:

Lakehead District School Board has developed extensive programming to meet the needs of all students with special needs. To assist classroom teachers in providing individualized education to students with special needs, the Board provides para-professional assistance in the form of Student Support Professionals.

## SPECIFIC ACTIVITIES AND RESPONSIBILITIES:

- Provide assistance to students individually or in small groups through implementation of educational programs directed by the teacher.
- Contribute to the educational plans by providing input to the teacher in the designing of programs.
- Assist teachers in student evaluation through observation, recording and/or data collection.
- Attend to the physical needs of the students by portering, feeding, toileting, administering medication, providing maintenance therapy and promoting good personal hygiene.
- Ensure a safe environment through supervision of students during arrivals and departures, lunches, recesses, and in the classroom during the teacher's brief unscheduled absences in accordance with Appendix D.
- Contribute to daily lessons, activities and programs by assisting the teacher in ensuring the availability of learning materials and equipment.
- Provide a positive environment for integration of the students through effective communication and involvement with all staff and students.
- As a member of the school team, contribute to effective communication through oral and/or written techniques, to establish and maintain a harmonious and productive relationship with all persons involved with students.
- Ensure ongoing personal growth through participation in system professional development and in-service training.