

HIRING COMPETITION

Supply Student Support Professionals: Qualified and Unqualified

General Information:

- Successful candidates will be placed on a “Supply List” and shifts will be available on an ‘on-call’ basis with no guarantee of hours of work.
- This posting represents an existing vacancy within Lakehead District School Board
- Supply Rates of Pay:
 - Unqualified- \$23.42 per hour
 - Qualified - \$27.31 per hour

Preferred Qualifications:

- 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.

Required Documents:

- Cover letter indicating the position to which you are applying
- Résumé of qualifications, education, and experience arranged in chronological sequence
- A copy of the applicant’s relevant diploma(s) or degree(s)
- Proof of current certification in Standard First Aid/CPR (Level C)
- Reference check consent form which MUST include valid e-mail addresses of your references. Failure to include e-mail addresses will result in your package being incomplete. This form can be found on our website at <https://www.lakeheadschoools.ca/jobs> (or under the Careers tab on our website home page).

Offer of Employment is Conditional Upon the Successful Candidates:

- Completion of a full day of BMS Training (Provided by Lakehead Public Schools upon hire)
- Completion of a full day of Mentorship and Technology Training (Provided by Lakehead Public Schools upon hire)
- Providing a current Police Record Check including Vulnerable Sector Screening; (this **does not** need to be included in the application package)

Application Procedure:

- Please email complete application packages to ssphire@lakeheadschoos.ca and address to:

Human Resources
Lakehead District School Board
Jim McCuaig Education Centre
2135 Sills Street
Thunder Bay, ON P7E 5T2

- **Please submit one complete PDF document, named as your Last Name, First Name.**
- Incomplete or non-conforming application packages will not be considered.
- Preference will be given to qualified applicants and only those selected for an interview will be contacted.

We welcome applications from all qualified candidates!

Lakehead Public Schools is committed to building and upholding barrier-free learning and working environments where equity, diversity, inclusivity, and belonging thrive. We strive to create a workforce that represents the diversity within the communities we serve. As part of that commitment, we encourage applications from candidates who identify as Indigenous, Black, racialized, women, 2SLGBTQIA+, persons with disabilities, and other underrepresented groups.

Lakehead Public Schools will provide reasonable accommodation for candidates in all aspects of the selection and hiring process. For accommodation requests, please contact Human Resources at hr@lakeheadschoos.ca so appropriate arrangements may be made.

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

Committed to the success of every student

www.lakeheadschoos.ca

Lakehead District School Board

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 through Student Support Professionals.

SPECIFIC ACTIVITIES AND RESPONSIBILITIES:

- Provide assistance to students individually or in small groups by implementing educational programs.
- Contribute to the educational plans by providing input in the designing of programs.
- Assist 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, During the teacher's brief unscheduled absences, lunches, recesses, and in the classroom.
- Contribute to daily lessons, activities and programs by ensuring the availability of learning materials and equipment.
- Provide a positive environment for the 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.

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