

## **Supply Student Support Professional Positions- Armstrong**

Supply positions are available immediately. Successful candidates will be placed on a supply list on an 'on-call' basis.

### 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 would be an asset;
- 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 on the lakehead public schools website)

### Please submit applications to:

Mitchell Marak  
Human Resources Officer  
Jim McCuaig Education Centre  
Lakehead Public Schools  
2135 Sills Street  
Thunder Bay, ON P7E 5T2

**Applications may be dropped off at the main floor reception or emailed to [ssphire@lakeheadschoo.ls.ca](mailto:ssphire@lakeheadschoo.ls.ca). All documents emailed must in PDF format.**

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@lakeheadschoo.ls.ca](mailto:hr@lakeheadschoo.ls.ca) so appropriate arrangements may be made.

The deadline for applications is **4:00 p.m. on Monday November 25, 2024**

# 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.
- 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.
- 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.