

HIRING COMPETITION

STUDENT SUPPORT PROFESSIONAL POSTING: LONG-TERM OCCASIONAL & SUPPLY POSITION - ARMSTRONG

General Information:

- Supply positions are available immediately. Successful candidates will be placed on a supply list on an 'on-call' basis.
- Long-term Occasional positions are also available. Successful candidates will be placed in a temporary full-time contract in Armstrong.
- We will be accepting applications from candidates from **Thursday, September 11, 2025, to 4:00 p.m. on Thursday, September 18, 2025.**

Posting Requirements:

- A diploma or degree in the field of Human Services is preferred
- 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 would be an asset
- Successful applicants must pass a function/physical capabilities test

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).
 - **If applicable, please indicate LPS work-related references (Supervisors)**

Application Procedure:

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

Derian Di Franco, Human Resources Officer
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.**
- Applications are **due by 4:00 p.m., Thursday, September 18, 2025**. Late, incomplete or non-conforming application packages will not be considered.

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@lakeheadschoools.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.lakeheadschoools.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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