

**Acting Educational Assistant, Blind and Low Vision Program–Unassigned**  
**Ionview Public School**

**1 position – Full-time**

CUPE Local 4400 Unit C – Grade J (School Year)

\$31.56 per hour

**This assignment will be up to a date no later than June 27, 2025**

The Toronto District School Board adheres to equitable hiring, employment and promotion practices.

*The Board is not permitted to offer this position to an employee if the time reasonably needed to travel to the location of this position from another position held by the employee -- and/or from this position to the location of another position held by the employee -- or the starting/ending times of the position would interfere with the employee's one half hour lunch break as required by the Collective Agreement.*

*The Toronto District School Board invites applications for the position of Educational Assistant - Blind/Low Vision Program at Ionview Public School within the Learning Centre 2.*

*Reporting to the Centrally Assigned Principal of the Blind/Low Vision Program, under the direction of the Coordinator of Blind and Low Vision, and in conjunction with the Itinerant Blind and Low Vision Teachers and Classroom Teachers. The Educational Assistant Blind and Low Vision Program – Unassigned will provide support to students in grades K-12 who are using braille/tactile literacy as their primary literacy medium.*

*The Educational Assistant will assist students in the class with completing tasks, ensuring that activities and materials are adapted and accessible to the students, and supporting their integration into all courses and classrooms within the school.*

*The Educational Assistant, Blind and Low Vision Program Unassigned will be assigned to identified schools on a temporary basis based on the individual needs of students (minimum one week) by a Centrally Assigned Principal.*

**Summary of Duties:**

- Assist the Itinerant Blind/Low Vision Teacher with the preparation of classroom materials including, creating and providing tactile or braille materials;
- Interline student's written braille work into print;
- Locate and provide adaptive manipulatives (i.e., braille rulers, tactile math manipulatives, braille science materials) and curriculum materials to students as their sighted peers receive the visual information;
- Provide video or image descriptions to students and assist with hand-over-hand guidance on tactile materials;
- Monitor, supervise and assist students during academic and non-academic periods within a variety of school environments (e.g., classroom, stairs, gym, lunch and recess breaks, spares,

bus loading/unloading, playground, washroom, field trips, assemblies, recess and lunch, etc.) for the purpose of maintaining a safe and positive learning environment;

- Reinforce skills taught by the Orientation and Mobility Specialist as the student travels within the school, outside and around the school site;
- Accompany and assist students during field trips and extra curricular activities;
- Assist with personal and health care needs e.g. toileting, lifting, and feeding, while reinforcing Independent Living Skills at the direction of the Itinerant Blind/Low Vision Teacher
- Administer medications with training and approval; and
- Other related duties as assigned.

### **Qualifications:**

- Two year community college diploma (e.g., Early Childhood Education, Educational Assistant, Developmental Services Worker) with three months related experience working with children who are visually impaired, or an equivalent combination of education and experience;
- Training in braille to work with children who are visually impaired;
- Knowledge of the contracted Unified English Braille Code;
- Ability to adapt materials for students who are visually impaired;
- Ability to communicate effectively in a sensitive, courteous manner with students, parents, staff and the general public;
- Ability to support students personal care needs using appropriate interventions, lifting techniques and/or restraint techniques;
- Proven ability to follow directions, policies and procedures in an appropriate and timely manner;
- Understanding of and commitment to confidentiality, and
- Proven ability to work as a team player.

### **Special Requirements:**

- Requires travel between schools across TDSB

### **Assets:**

- Knowledge of assistive devices such as computers with screen magnification programs, braille displays, scanners, braille embossers (printers), and speech output software

**Hours of Work:** 34 hours and 30 minutes per week

**Work Year:** School Year

**Location:** Ionview Public School  
90 Ionview Road

### **Application Process:**

1. Please ensure you review the posting including the special provisions and include all relevant information in your submission.
2. When submitting your application, quote posting number **CUPE C-24-3120EX-LC2** in the subject line.
3. Attach a detailed résumé and covering letter as **one file in PDF format** and submit to: [Resume.Submission@tdsb.on.ca](mailto:Resume.Submission@tdsb.on.ca).
4. Apply no later than 4:30pm on **December 4, 2024**.

**Notes:**

- It is anticipated that interviews will take place within two weeks after the closing date of this competition.
- It is anticipated that the successful candidates will commence on December 18, 2024.
- Only applicants selected for an interview will be contacted.
- Applications will not be acknowledged in writing.
- Information regarding [Wheelchair accessibility](#) is available online.

***We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the application process.***

Only applicants selected for an interview will be contacted.

We are unable to acknowledge or confirm receipt of applications.