

## **PLEASE POST**

The **Eastern Townships School Board** is seeking candidates  
for the following position

### **HANDICAPPED STUDENT ATTENDANT** **St. Francis Elementary School**

#### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in assisting handicapped students in participating in activities related to their schooling. He or she assists a student in moving from one location to another, ensures his or her well-being, hygiene and safety according to the instructions received in keeping with the individualized education plan.

#### **Characteristic functions**

The employee in this class of employment assists the student in moving from one location to another; pushes his or her wheelchair, helps him or her to change position and, if necessary, to transfer to another chair. For the student's added comfort, he or she helps him or her drink and eat during snacks and meals and, if necessary, reheats foods; helps him or her get dressed and undressed. He or she ensures the student's personal hygiene; helps him or her wash; helps him or her in the washroom; if necessary, changes his or her diaper and washes him or her. He or she ensures the student's safety from the time he or she gets off the transportation vehicle to the time he or she gets on.

He or she assists teachers in conveying to students basic concepts regarding cleanliness, dressing, drinking and eating. He or she helps students to use or, handles for them, the materials and objects necessary for preparing and carrying out pedagogical and student activities. He or she may be required to accompany a student to physiotherapy, occupational therapy or body and muscle relaxation sessions.

He or she records observations concerning a student's needs and behaviour and may be required to inform teachers, parents and other designated staff and give his or her advice on the measures specified in the individualized education plan.

He or she supervises students during recess, meal periods, naptime and recreation time and accompanies them to the pool. He or she helps them to understand and respect school rules.

If necessary, he or she administers medication according to medical requirements and the school policy in effect and to the parents' instructions; administers first aid. He or she takes the necessary measures to help the student calm down following a fit while ensuring his or her own safety and that of others.

He or she washes and, if necessary, disinfects articles of clothing, dinnerware, tables, orthotic devices and material used for student activities.

He or she may be required to use a computer and the necessary software to perform his or her duties. If need be, he or she performs any other related duty.

**Required qualifications**

Schooling and experience

Hold a Diploma of Vocational Studies in Assistance in Health Care Facilities or a Secondary School Diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority, and have one (1) year of pertinent experience in those areas requiring self-discipline, general concepts in psychology and human relations skills.

Other requirements

Hold a certificate dated no more than three (3) years attesting to the successful completion of:

1. a standard first aid course of a minimum eight (8)-hour duration;
2. a refresher course of a minimum six (6)-hour duration updating the skills acquired in the course mentioned in subparagraph 1.

SUPERVISOR: School Principal  
SCHEDULE: 11 hours per week  
STARTING DATE: As soon as possible  
SALARY: \$21.89 - \$23.35/hr.

Please send your application in writing **by 2:00 p.m. on October 12, 2023** to:

**hr@etsb.qc.ca**

Human Resources Department  
Eastern Townships School Board  
340, Saint-Jean-Bosco  
Magog, QC J1X 1K9  
FAX: (819) 868-3821

***Equal opportunity for all***