

Posted on: April 4, 2025 at 1:45 pm

CUPE#4369 – SL2025

Position:	Summer Learning Program Tutors
Locations:	St. Francis de Sales, Smiths Falls; St. John Bosco, Brockville; St. Peter, Cornwall; St. Patrick, Rockland.
Hours of work:	9:15am – 3:15pm (includes a 30min unpaid lunch)
Salary:	\$26.92/hour (Qualified) \$24.03/hour (Unqualified)
Effective:	July 2, 2025 - July 18, 2025. Program will be held based on sufficient enrolment.

Please note, there will be a mandatory paid after-school PD Session prior to the beginning of this program. The date is to be confirmed and will be communicated to successful candidates.

Note

The duration of the assignment is determined by the needs of the children. Please refer to the attached job description for further information.

Qualifications

- Post-secondary education in one of the following fields of study: Early Childhood Education, Behavioural Science or Developmental Service Worker.
- One year work related experience.
- Excellent communication and interpersonal skills.
- Specific skills, qualifications or experience may be required depending on the needs of the child.
- Knowledge and use of Microsoft applications and LMS MS Teams.

Send application and curriculum vitae no later than:

Friday, April 11, 2025 by 4:00pm

e-mail: hr@cdsbeo.on.ca

We thank all applicants in advance for their interest; however, only those candidates selected for an interview will be contacted.

The CDSBEO adheres to equitable hiring, employment and promotion practices and is committed to an inclusive workforce. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, people from gender diverse communities and/or people with intersectional identities, as well as others who may contribute to the further diversification of ideas.

The Catholic District School Board acknowledges that our schools are located on the unceded, traditional Algonquin territory of the Anishinaabe people as well as the land of the Mohawk territory of the Haudenosaunee/Rotinonsho'n:ni people. We respect both the land and the people of this land including all Indigenous people who have walked in this place.

Pursuant to the Accessibility for Ontarians with Disabilities Act, (AODA), if applicants require accommodations at any time throughout the application process, please reach prior to the posting closing date so that appropriate arrangements can be made.

Chris Cummings
Chair of the Board

Laurie Corrigan
Director of Education

A. Job Identification:

Title: Tutor

Department: Schools

Immediate Supervisor: School Principal

B. Job Summary:

Encourage student's participation in classroom and school activities. Assist the teacher with educational programmers. May administer medication and therapy.

C. Duties and Responsibilities:

- Supervise and assist students with clothing and in their arrival and departure.
- Perform duties for students as required.
- Assist student(s), in developing social, life and learning skills.
- Prepare, organize and maintain activity centers.
- Supervise student(s) in classroom, schoolyard, in the school and on out of school activities as required.
- Assist in first aid procedures and secure further assistance where needed.
- Prepare classroom material and supplies such as bulletin boards, duplication of material etc. as required.
- Assist students to learn and complete assigned activities and programs under the direction of the teacher.
- Duties as assigned by the teacher and principal, which are consistent with the above job summary.

D. Qualifications:

- Post-secondary education in one of the following fields of study: Early Childhood Education, Behavioural Science or Developmental Service Worker.
- One year of work related experience.
- Ability to lift and re-position.
- Excellent communication and interpersonal skills.
- Specific skills, qualifications or experience may be required depending on the needs of the child.