



JOB POSTING: Educational Assistant

Mulberry Waldorf School is seeking a full-time Educational Assistant from September 1, 2023 to June 21, 2024.

SCOPE OF THE POSITION: The Educational Assistant will support a student with exceptional needs within the Grade 3/4 class during “morning lesson” and then will support other students for the rest of the school day, working under the guidance of the lead teacher. The hours of the position will be Mondays through Fridays from 8:15 am to 3:45 pm. Additional hours will be required for meeting with the lead teacher and the educational team prior to school starting as well as during the school year.

KEY REQUIREMENTS FOR THE POSITION: The ideal candidate will have a passion for holistic education as well as training and/or experience in Waldorf education and working with young children. In addition, the following qualities would be required:

- Educational Assistant Diploma, B.Ed., E.C.E., other Education Training, or equivalent experience
- Current Police Check, including the Vulnerable Sector Check
- Current Standard First Aid Certification
- Ability to create a warm, gentle, and supportive environment;
- Experience with LAMP device and ASL or willingness to train
- Strong communication and interpersonal skills with children, colleagues and parents

The successful candidate will complete the following training within the first term of the school year:

<https://www.idaontario.com/basics-of-decoding-and-spelling-instruction/> - online, on-demand course - \$75 (cost covered by school).

COMPENSATION: This part-time or full-time position will be paid at the base rate of \$18.72/hour (\$19.47, which includes 4% vacation pay). The school supports professional development as well as a health allowance, mentoring, and tuition reduction for staff children.

ABOUT MULBERRY: Mulberry Waldorf School, established in 1996, offers programs for students and their parents from birth through Grade Eight. We are located within an active downtown community in beautiful and historic Kingston, with access to local parks, waterfront, conservation areas and provincial parks. Our teachers, administration, parents and a Board of Directors sustain the operations of the School.

DEADLINE: We invite interested applicants to send a cover letter, resumé, and contact information for three professional references as soon as possible as we will be interviewing as we receive applications. Applications are to be sent to the Human Resources Committee at administrator@mulberrywaldorfschool.ca.

Mulberry School is committed to employment equity, and welcomes diversity in the workplace.

We encourage applications from all qualified candidates; however, Canadian citizens will be given priority. We thank all candidates in advance, but will only contact those selected for an interview.