



Ottawa Jewish Community School

Established in 1949 as Hillel Academy

Educational Assistant

We are currently seeking a caring, energetic, and collaborative Educational Assistant to join our Kindergarten team for the 2026-2027 school year.

The successful candidate will play an important role in supporting the academic, social, emotional, and physical development of our youngest learners. Working closely with classroom teachers, specialists, and school support staff, the Educational Assistant will help create a warm, inclusive, and engaging learning environment in which every child can thrive.

Responsibilities:

The Educational Assistant will:

- Support students in classroom learning activities and help reinforce academic skills across daily instruction.
- Assist students with classroom routines, transitions, and participation in learning activities throughout the day.
- Provide individualized support to students, including implementing accommodations outlined in Individual Education Plans (IEPs) and teacher-directed strategies.
- Support the social-emotional development of students by fostering self-regulation, problem-solving, communication, and positive peer interactions.
- Collaborate with teachers, administrators, and student support staff to ensure consistent academic, behavioural, and emotional supports for students.
- Assist in the preparation, organization, and maintenance of classroom materials, learning centres, activities, and projects.
- Supervise students during nutrition breaks, outdoor play, transitions, and other non-instructional times.
- Provide support for a student with identified medical needs in accordance with school protocols and training.
- Participate in professional development and demonstrate a commitment to ongoing professional growth.



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Qualifications

The ideal candidate will possess:

- Experience working with young children in an educational setting, preferably in Kindergarten or the Primary Division.
- Strong interpersonal, communication, and relationship-building skills.
- The ability to work collaboratively as part of a team while also demonstrating initiative and independence.
- A calm, patient, and nurturing approach to supporting children.
- Excellent organizational skills and attention to detail.
- Comfort supporting students with diverse learning, behavioural, social-emotional, and medical needs.
- Educational Assistant certification, Early Childhood Education training, Child and Youth Worker training, or related education is considered an asset.
- Bachelor of Education and/or Ontario College of Teachers certification are considered assets.
- Proficiency in French and/or Hebrew is considered an asset but is not required.
- Current First Aid and CPR certification is considered an asset.
- A satisfactory Vulnerable Sector Police Record Check.

Interested candidates are invited to submit a cover letter and résumé to:

teach@theoics.ca

Applications will be reviewed as they are received. Only candidates selected for an interview will be contacted.