



Supervised Instructor Therapist & Classroom Facilitator

We are seeking a reliable, patient and compassionate professional with the natural ability to connect with children and youth. This position offers the chance to make a meaningful impact while developing your skills in a supportive and collaborative environment. Bilingualism in English and French is preferred.

Position Overview

We are looking for a dedicated **Supervised Instructor Therapist and Classroom Facilitator** to join our Pembroke team. This dual role offers the opportunity to contribute to both our government-funded Entry to School (ETS) program and our private ABA practice.

In this unique position, you will divide your time between supporting children in our ETS program and providing one-to-one ABA therapy in our private practice.

Within the ETS program, you will work alongside other Classroom Facilitators to deliver group sessions that build essential school readiness skills, including communication, play, social interaction, functional routines, behaviour self-regulation and pre-academic learning.

In the private ABA practice, you will provide individualized programming based on the principles of Applied Behaviour Analysis (ABA) under the supervision of our experienced clinicians. Programming will focus on developing communication, language, play, social, motor, academic and daily living skills.

This is a rewarding opportunity for someone passionate about child development, teamwork and creating positive, inclusive learning experiences for autistic children and youth.

Position Type

- Full-time contract with possible extension.
- Contract Term: December 2025 – August 14, 2026
- Monday – Friday

Location(s)

- 100 Crandall Street, Pembroke, ON

Salary and Benefits

- \$22.00 - \$28.82 hourly based on education, experience and qualifications.
- Earn vacation pay at a rate of 4% of your total earnings, paid out with each paycheck
- Paid continuing education opportunities to enhance your skills and knowledge



Why Work at ACT Learning Centre?

- Opportunity to work in the MCSS-funded Entry to School Program.
- Comprehensive onboarding and training initiative
- Collaborative and inclusive workplace that values teamwork, mutual respect and active employee engagement
- Potential for growth within the company, fostering long-term career development.

Key Responsibilities

Supervised Instructor Therapist

- Provide direct 1:1 support for various client profiles by applying the principles of applied behaviour analysis.
- Implement strategies to manage and de-escalate challenging behaviours.
- Teach and reinforce essential life skills, including personal hygiene, social skills and daily living skills.
- Utilize alternative communication methods (e.g., PECS, Touch Chat, and Proloquo) to support non-verbal clients.
- Accurately measure, document and report client progress, including data entry and graph updates.
- Respond to situations with a focus on safety, providing compassionate and empathetic support.
- Collaborate with multidisciplinary teams to execute individualized care plans.
- Conduct assessments as needed to inform treatment strategies.
- Oversee the transition of objectives throughout the treatment lifecycle (paper and pen or digital methods).
- Develop and gather necessary materials for therapy sessions.
- Actively participate in team meetings to enhance collaborative care.

Classroom Facilitator

- Prepare the classroom environment for learners (this includes setting up the environment, using visuals, equipment, toys and materials).
- Implement and modify curriculum, as appropriate, for learners under the direction of the site manager and the supervisory team.
- Engage/interact with learners at their developmental level.
- Collaborate with the supervisory team to share information on learners' functional levels and areas of concern.
- Support learners in all daily activities as needed. (i.e., self-care routines, transitions, and accessing learning opportunities).
- Ensure a safe learning environment for learners – cleaning processes in place and followed.



- Complete toileting and basic hygiene such as changing diapers.
- Manage challenging behaviour with the support of the site manager and supervisory team's recommendations.
- Creatively problem-solve with the classroom team to support engagement, regulation access to classroom activities.
- Actively participate in all activities throughout the 3-hour program by leading activities and supporting the learners. Physical movement is required.
- Participate in professional development opportunities.

Requirements

- Minimum 1-year experience working with autistic children or youth.
- A degree/diploma in Early Childhood Education, Communication Disorders Assistant (CDA), Occupational Therapy Disorders Assistant (OTA), Autism and Behavioural Science (ABA therapist) or related field (e.g., DSW, CYW, SSW) or a University Degree in a child-related field of study
- Excellent oral communication and written skills.
- Ability to sit on the floor and engage in active, transitional movements (kneeling, crouching, etc.)
- Ability to support clients with limited mobility as needed.
- Patience, empathy and emotional connection when working with children and youth who may exhibit challenging behaviours or communication differences.
- Ability to adapt and remain calm in unpredictable or challenging situations.
- Demonstrated initiative, leadership and ability to work collaboratively within a multidisciplinary team.
- Strong problem-solving skills and the ability to follow directions while working independently.
- Ability to maintain confidentiality and build respectful, supportive relationships with clients, families and colleagues.
- Satisfactory Vulnerable Sector Check (mandatory).
- **Bilingualism in English and French is preferred.**

About Us

ACT Learning Centre is a leading-edge, dynamic, multidisciplinary practice in Ottawa and Kingston. We are a multidisciplinary team of Speech-Language Pathologists, Occupational Therapists, Social Workers, Registered Behaviour Analysts, Communicative Disorders Assistants, Occupational Therapy Assistants, Classroom Facilitators and Supervised Instructor Therapists, providing exceptional services to children and youth with autism or other developmental disorders/delays and their families.

ACT Learning Centre is one of the local providers of the Caregiver Mediated Program under the



Ontario Autism Program (the Play Project) and the only local provider of the Entry to School Program (a school readiness program funded under the Early Years Pillar of the Ontario Autism Program). We have a busy multidisciplinary practice with multiple locations throughout Ottawa and the valley, and a growing private practice in Kingston.

ACT Learning Centre is committed to creating a diverse environment and is proud to be an equal-opportunity employer. All qualified applicants will receive consideration for employment regardless of ethnicity, race, colour, religion, gender, gender identity or expression, sexual orientation, nation of origin, genetics, disability, age, or veteran status.

ACT Learning Centre complies with the Accessibility of Ontarians with Disabilities Act (AODA). Accommodation is available on request for candidates taking part in all aspects of the selection process.

Visit <https://actlearningcentre.ca/> to learn more!