



CLASSROOM FACILITATOR

Are you passionate about making a meaningful impact in children's lives? If you are dynamic, enthusiastic and eager to learn, ACT Learning Centre is excited to welcome you to our team! This role not only offers a unique opportunity for personal and professional growth but also the chance to work with a diverse team of professionals. We are looking for energetic, reliable, and patient individuals with a natural ability to connect with children. This role allows you to make a difference and develop your skills in a supportive environment.

Position Overview

ACT is proud to be the local provider of the MCCSS government-funded Entry to School Program, a school readiness program for autistic children. This 12-month program is divided into two parts. The first six months are a group learning environment, during which the participants attend the program daily (3 hours). In the second part, the participants start school for the first time.

Each Entry to School classroom consists of up to 12 learners aged 3 to 6. You will collaborate with other classroom facilitators (funded ratio is 4:1) to support essential school readiness skills, including communication, play, social interaction, functional routines, behaviour self-management, pre-academic learning and attention.

Our dedicated Entry to School supervisory team composed of occupational therapists, speech-language pathologists and registered behaviour analysts, provide weekly coaching and consultation to the classroom team. This comprehensive support is designed to enhance the students' participation and progress and enrich your professional journey. You can be confident that you will have the guidance and support you need to succeed in this role.

We are thrilled to announce that we are expanding our Entry to School program and seeking qualified, enthusiastic individuals to join our team. We have multiple fixed-term contract positions available, with the potential for extension to a permanent role.

Position Type

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

We are looking for candidates to work at one of the following locations

- 2019 Lanthier Road, Orleans
- 106 Colonnade Road, Nepean
- 2713 Lancaster Road, Ottawa
- 50 Frank Nighbor Place, Kanata

Salary and Benefits



- Attractive compensation
- 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?

- Comprehensive onboarding and training initiative
- Collaborative and inclusive workplace that values teamwork, mutual respect and active employee engagement
- Free parking and mileage reimbursement for work-related travel
- Potential for growth within the company, fostering long-term career development

Key Responsibilities

- 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.
- Bring forward clinical questions, concerns and areas of need for training to the site manager and supervisory team.
- Participate in professional development opportunities.
- During the transition portion of the program (August – January), classroom facilitators will be seconded to private practice for coverage in ABA, OTA and SLPA (as applicable).



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
- Adaptable and flexible to changes in routine
- Knowledge of neurodiversity and neuro-affirming practices
- Strong communication skills
- Ability to work collaboratively with multidisciplinary team members.
- Comfortable with technology, including video conferencing technology (training would be provided)
- Ability to lift at least 30lbs, sit on the floor for extended periods and engage in quick transitional movements such as kneeling and crouching.
- Ability to actively participate in programming with participants for up to three-hour intervals.
- Ability to take initiative and leadership while working within a team and supporting colleagues
- Satisfactory Vulnerable Sector Check

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 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!