



BLACK GOLD SCHOOL DIVISION

Casual Support Staff

Competition #23-24-146

The Black Gold School Division was formed January 1, 1995. It encompasses the former Leduc School District No. 297, County of Leduc No. 25 and the Devon School District No. 492. The Division extends from the New Sarepta area to the east, to the Warburg area to the west. It includes the municipalities of Beaumont, Devon, Thorsby, Calmar, City of Leduc and Leduc County. The Board of Trustees consists of seven trustees; one from Ward 1 (Warburg & Thorsby), one from Ward 2 (Devon & Calmar), three from Ward 3 (City of Leduc) and two from Ward 4 (Beaumont & New Sarepta). The Division Office is located in Nisku east of the Edmonton International Airport. Our jurisdiction borders the south boundary of the city of Edmonton.

Black Gold School Division is looking for casual support staff for the following roles:

- Education Assistant
- School Secretary
- Library Clerk

Casual support staff applying for this position should have the following qualifications and characteristics:

- A positive attitude
- Ability to be flexible and adaptable to work in changing environments
- Ability and willingness to perform a variety of tasks with all students is required
- Ability to work effectively with children with challenging behaviors and learning disabilities
- Work as a team member with teachers and support staff under the supervision of school administrators
- Excellent time management skills
- A willingness to work in all geographic locations

Applications that include a **cover letter, resume, two letters of reference**, and the **casual support staff applicant checklist** (attached to this posting) in one PDF document will be accepted until:

Wednesday, January 31, 2024 @ 12:00 p.m.

Send applications to:
Meghan Cupples
Substitute Service Assistant
Black Gold School Division
meghan.cupples@blackgold.ca

Thank you for showing an interest in this position; only those that have been short listed will be contacted. Resumes of those individuals not short listed will not be kept on file and will be disposed of appropriately.



Casual Support Staff Applicant Information

Be sure to include this page with your cover letter, resume and two letters of reference

Name:

Below is a list of schools in our Division, please identify the locations in which you wish to substitute
(* - indicates schools offering both English and French Immersion)

<input type="checkbox"/> Black Gold Outreach - Leduc and Beaumont	7-12	<input type="checkbox"/> *École Secondaire Beaumont Composite High Sch.	9-12
<input type="checkbox"/> Caledonia Park School (Leduc)	K-9	<input type="checkbox"/> John Maland High School (Devon)	10-12
<input type="checkbox"/> Calmar Elementary School (Calmar)	K-6	<input type="checkbox"/> *Leduc Composite High School	10-12
<input type="checkbox"/> Calmar Secondary School (Calmar)	7-12	<input type="checkbox"/> Linsford Park School (Leduc)	K-6
<input type="checkbox"/> Covenant Christian School (Leduc)	K-9	<input type="checkbox"/> New Sarepta Community High School	7-12
<input type="checkbox"/> East Elementary School (Leduc)	K-6	<input type="checkbox"/> New Sarepta Elementary School	K-6
<input type="checkbox"/> *École Beau Meadows School (Beaumont)	K-6	<input type="checkbox"/> Riverview Middle School (Devon)	5-9
<input type="checkbox"/> *École Bellevue School (Beaumont)	K-6	<input type="checkbox"/> Robina Baker Elementary School (Devon)	K-4
<input type="checkbox"/> *École Champs Vallée School (Beaumont)	K-9	<input type="checkbox"/> Thorsby Elementary School	K-6
<input type="checkbox"/> *École Coloniale Estates School (Beaumont)	K-6	<input type="checkbox"/> Thorsby Junior/Senior High School	7-12
<input type="checkbox"/> *École Corinthia Park School (Leduc)	K-6	<input type="checkbox"/> Warburg Hutterite Colony School	1-9
<input type="checkbox"/> *École Dansereau Meadows School (Beaumont)	K-9	<input type="checkbox"/> Warburg School	K-12
<input type="checkbox"/> *École J.E. Lapointe School (Beaumont)	7-9	<input type="checkbox"/> West Haven Public School (Leduc)	K-9
<input type="checkbox"/> *École Leduc Estates School (Leduc)	K-6	<input type="checkbox"/> Willow Park School (Leduc)	K-6
<input type="checkbox"/> *École Leduc Junior High School (Leduc)	7-9		

Thank you for your interest in working as a casual support staff for Black Gold School Division