



## BLACK GOLD SCHOOL DIVISION

***Black Gold School Division is dedicated to promoting diversity, equity, and inclusion in the workplace. BGSD celebrates and welcomes the diversity of all employees, stakeholders, and external personnel.***

### **Education Assistant ~ Part-time Temporary Position**

0.75 FTE – 22.5 hours per week

#### **Thorsby Elementary School – Thorsby, AB**

##### **Duties:**

- Provide assistance and support for students with special needs/behavioural needs in a Kindergarten classroom setting and small group instruction, under the guidance of the classroom teacher
- Assist with the implementation of behavior plans and ISPs and to keep appropriate records regarding academic and/or behavioral support issues
- Work with students requiring extra assistance related to speech development
- Ability to provide assistance with toileting/diapering, including lifting
- Indoor and Outdoor supervision;
- Work independently and as a team member with teachers and school administrators;
- Other duties as assigned by the school administration.

##### **Qualifications:**

- Experience working in a Kindergarten program is an asset;
- Ability to be flexible and adapt to changing demands is required;
- Ability to take direction and work independently
- Patience, sensitivity, enthusiasm and creativity
- Coursework or diploma in early childhood education is an asset;
- Education Assistant certificate/diploma is an asset;
- Ability to work as a team member with classroom teachers in the delivery of instruction and care to children with a variety of needs, under the supervision of a school administrator.
- Position commences immediately until June 26, 2024
- Hours of work: Monday to Friday – Hours to be determined
- Salary and benefits according to C.U.P.E. Collective Agreement
- As a condition of employment, new employees are required to provide a current **Vulnerable Sector Check and Intervention Record Check** at their own expense (prior to starting employment).

**Deadline for applications: January 27, 2024 - 12:00 p.m.**

**Please include a cover letter, resume, and two reference letters in one PDF document.**

Competition #23/24 - 148

Please e-mail the package, quoting the competition number, to the attention of:

Raylene Jubinville, Principal

Thorsby Elementary School

[raylene.jubinville@blackgold.ca](mailto:raylene.jubinville@blackgold.ca)

Thank you for showing an interest in this position. Only those selected for an interview will be contacted. Resumes of individuals not granted an interview will not be kept on file and will be disposed of appropriately.