



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 ~ Full-time Probationary Position

1.0 FTE – 30 hours per week

John Maland High School – Devon, AB

Duties:

- Provide support and assistance to students in inclusive classrooms from 10 to 12
- Ability to work with High School age students
- Work as a team member with staff and administration
- Ability to build positive relationships with students and staff
- Ability to work independently
- Ability to work collaboratively with the classroom teacher
- Strong work ethic

Qualifications:

- Work with students from Grades 10-12 in a supportive role
- Work directly with students performing their tasks and hands-on assignments
- Willingness to accept new challenges and learning new ideas is required
- Ability and willingness to perform a variety of tasks with all students is required
- Post-Secondary Education or Education Assistant certificate/diploma is an asset;
- Position commences: February 5, 2024 until June 26, 2024
- Hours of work: Monday to Friday
- Salary and benefits according to C.U.P.E. Collective Agreement
- As a condition of employment, a current **Vulnerable Sector Check and Intervention Record Check** at their own expense (prior to starting employment).

Deadline for applications: Tuesday, January 30th, 2024 – 12:00 p.m.

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

Please e-mail the package, quoting the competition number, to the attention of:
Jon Ganton, Principal
John Maland High School
jon.ganton@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.