



BLACK GOLD SCHOOL DIVISION

Education Assistant ~ Full-time Position

1.00 FTE – 30 hours per week

West Haven Public School – Leduc, AB

Duties:

- Working with students in an inclusive environment including high-needs students
- Assist with personal care including feeding, medication, hygiene/toileting
- One-on-one work with students including reading and scribing
- Working with mobility-challenged students
- Other duties as assigned by school administration

Qualifications:

- Positive attitude and a willingness to accept new challenges
- The ability to take direction, be flexible, be patient, and work independently
- Experience and/or willingness to work with assistive technology
- 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, under the supervision of a teacher and/or school administrator

- Position commences immediately until June 28, 2022
- Hours of work: Monday to Friday – (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: October 18, 2021 - 12:00 p.m.

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

Competition #21/22 – 567
Please e-mail the package, quoting the competition number, to the attention of:
Raymond Cable, Principal
West Haven Public School
raymond.cable@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.