

# EMPLOYMENT OPPORTUNITY

**DIVISION:** SIKSIKA BOARD OF EDUCATION

**DEPARTMENT:** SIKSIKA EDUCATION

**DATE POSTED:** November 25, 2021

**DEADLINE:** December 9, 2021

**PRESCREENING:** December 10, 2021

**INTERVIEW:** December 14, 2021

**POSITION TITLE:** EDUCATIONAL ASSISTANT (EA)

**SALARY:** Based on EA Salary Grid

**PARTTIME:** Contract Basis

**DUTIES:**

(Duties may include but are not limited to the following)

- Under the direction of the Principal, Lead Teacher and provide support within the classroom by performing duties as requested by the Lead Teacher.
- Supervise school activities.
- Participate in school curricular.
- Must be prompt, punctual and dependable.
- Perform other duties as required by the Principal and Lead Teacher.
- Attend staff meetings and assist in achieving the goals, standards and objectives of the Siksika Board of Education.

**QUALIFICATIONS:**

(REQUIREMENTS, EDUCATION, AND EXPERIENCE)

- Successful completion of Grade 12 Diploma
- Teacher Aide courses/ECS certificate an asset. Any combination of education and experience may be considered.
- Must be willing to work in a team approach with all educational personnel.
- Be able to communicate with parents and other community members.
- Be active in community activities and be a good role model within the community and the school maintain Technology inventory.
- Must have current Criminal and Intervention Child Welfare Record Check.
- Computer literate and experience.

**OTHER FACTORS:**

- Must be familiar with the Siksika Language, Culture and History.
- Must have current Criminal and Intervention Welfare Record checks as mandated by Alberta Education. (prior to interview)

**PLEASE SUBMIT RESUMES TO THE SIKSIKA BOARD OF EDUCATION OFFICE CALL or Email to**

**Roberta Olds, Human Resources Coordinator at [oldsr@sboe.ca](mailto:oldsr@sboe.ca)**

**(403) 734-4028 FOR MORE INFORMATION**

**\*\*\* P.O Box 1099 Siksika, AB T0J 3W0 \*\*\***

**\*\* After Pre-screening only successful applicants will be contacted for Interviews \*\***