



# EMPLOYMENT OPPORTUNITY

**DEPARTMENT:** SIKSIKA BOARD OF EDUCATION

**DATE POSTED:** July 25, 2024

**DEADLINE:** August 8, 2024

**PRESCREENING:** August 9, 2024

**INTERVIEW DATE:** August 13, 2024

**POSITION TITLE:** Educational Assistant (EA)

**SALARY:** Based on Educational Assistant Salary Grid

**FULL TIME:** Contract Basis

## Duties:

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

1. Under the direction of the Principal, Teacher, and provide support within the classroom by performing duties as requested by the Teacher.
2. Supervise school activities.
3. Participate in school curricular activities.
4. Must be prompt, punctual and dependable.

## Minimum Qualifications:

1. Successful completion of Grade 12 Diploma.
2. Teacher Aide Courses/ECS Certificate an asset. Any combination of education and experience may be considered.
3. Must be willing to work in a team approach with all educational personnel.
4. Must have strong interpersonal/communication skills with parents and other community members.
5. Be active in community events while being a good role model within the school and community.
6. Must have valid Criminal Record and Child Intervention Checks.
7. Technology Literate.
8. Experience in and a passion for working with children with special needs and diverse learning needs.

## Other Factors:

1. Proficiency in the English language.
2. Attend staff meetings and assist in achieving the goals, standards and objectives of the Siksika Board of Education.
3. Required to work one on one or in a small group with assigned student(s).

**PLEASE SUBMIT RESUMES TO THE SIKSIKA BOARD OF EDUCATION OFFICE**

**HR Coordinator: Roberta Olds [oldsr@siksikaboardofeducation.com](mailto:oldsr@siksikaboardofeducation.com)**

**HR Assistant: Mercedes Woods [mercedesw@siksikaboardofeducation.com](mailto:mercedesw@siksikaboardofeducation.com)**

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

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

