



## EMPLOYMENT OPPORTUNITY

**Position Title:** Education Assistant

**Location:** Siksika Board of Education - Various School Sites

**Employment Type:** Full-time and Part-time positions available

**Compensation:** Competitive Salary Grid and Benefits



### About the Role:

The Siksika Board of Education (SBE) is seeking caring and reliable individuals to join our team. Under the direction of a school principal and teacher, this position provides assistance in the education and support of students. The purpose of this position is to assist school staff in the operation of the school program by providing student support, assistance, and supervision.

### Responsibilities:

- Attends to physical needs including lifting, positioning and range of motion programs as identified by appropriate personnel
- Works with students in a variety of settings in the school and community, including assisting in the supervision of students at breaks or on field trips as required
- Support students in accessing instructional material and technology
- Encourage students to develop and maintain positive interaction, supervising and assisting students to develop and utilize a variety of life skills
- Ensure the safety of students in the school and community, which includes maintaining close supervision of students and calming students engaged in challenging behaviours
- Facilitate and encourage the development of the student's self-esteem and independence through established programs and techniques deemed appropriate for the individual students and/or groups
- In some circumstances, provides personal care including toileting, diapering, feeding, dressing, etc., while always ensuring that student dignity is maintained
- May suggest, organize, and supervise games or appropriate educational activities for students
- Maintain a respectful and inclusive environment for all students
- Performs other related duties as required

### Requirements:

- Clear Criminal Record Check (Vulnerable Sector) and Child Intervention Record Check
- Grade 12 diploma or equivalent
- Previous experience in school environments is an asset
- Willingness to engage in Education Assistant training program provided by SBE
- WHMIS and First Aid certification are assets
- Valid driver's license and reliable transportation
- Ability to lift, move equipment, and perform physically demanding tasks (indoors and outdoors)
- A commitment to teamwork and supporting a healthy school environment
- Organizational and time management skills
- Strong interpersonal skills and ability to relate to and appreciate students, parents and staff
- Ability to participate collaboratively in a creative learning team environment

### How to Apply:

Please send your resume by email to [workwithus@siksikaboardofeducation.com](mailto:workwithus@siksikaboardofeducation.com) with subject "Education Assistant"

**Application Deadline:** Open until filled

*SBE is guided by our Siksika values. Decisions and actions will demonstrate these values.  
Our values create long-term benefits for Siksika Nation and the students we serve.*