

Educational Assistant

New Horizons School is seeking a full-time (6 hours per day) Educational Assistant to join our team of dedicated staff who provides programming for gifted learners. As the ideal candidate, you will provide one-on-one and small group support to students, in addition to providing support for students with high emotional needs.

New Horizons School

We are one of thirteen publicly funded charter schools in Alberta. Our charter focuses on meeting the needs of gifted learners. As a charter school, we operate in a similar fashion to other public schools. Located in Sherwood Park, we serve a growing population of students from K-9. For more information about our school visit www.newhorizons.ca

Personal Qualities

You are

- energetic and enjoy working with students
- believe that all children should reach their full potential
- able to connect positively with elementary aged students
- able to demonstrate confidence, responsibility and initiative
- able and willing to perform a variety of tasks with students having diverse needs
- able to problem solve and engage in conflict resolution strategies with children
- able to translate teacher direction and instruction into meaningful educational activities

Qualifications & Training

- grade 12 with preference given to those with the completion of a post-secondary program in a related field (Education Assistant certificate/diploma, social work diploma, arts degree, early learning child care certificate);
- a minimum of one year of related experience (experience in working with special needs students is an asset)
- excellent interpersonal organizational and communication skills;

The Role

As our Educational Assistant you will:

- assist students with chronic, extreme, pervasive anti-social behaviors (working one-on-one with a student in an inclusive and/or pull-out setting);
- provide support and assistance to students on an individual and/or small group basis either in the class or delivering a pull-out program
- supervise students during as required
- other duties as identified by the principal and classroom teacher

What New Horizons School Offers

- competitive salary (\$19.34 to \$25.18 per hour, depending on experience and qualifications)
- a benefits package including health, dental, and life insurance
- a positive work environment

Applications

This competition will remain open until a suitable candidate is found. However, applications received by 12:00 noon MDT on October 3, 2018 will be assured of careful consideration.

Email applications, including a cover letter, resumé, and a list of at least three professional references together with complete phone contact information (home, work and mobile phone numbers) in a single pdf file to:

Ted Zarowny, Principal, New Horizons School

Email: tzarowny@newhorizons.ca

Office: 780-416-2353

A current criminal record check and child intervention record check is required of all new employees. We thank all applicants for their interest but advise that only those selected for an interview will be contacted.