

# **Full-time & Part-Time Educational Assistants**

## **Pacific Christian Elementary**

### **JOB DESCRIPTION**

Educational Assistants work as team members with student services staff and classroom teachers to enable students with a variety of learning needs to experience success in the school community.

Specific tasks:

- Along with student services staff and classroom teachers, implement the strategies outlined in each student's Support Plan or Individual Education Plan
- Provide academic, social, and emotional support for students
- Under the direction on the classroom teacher, adjust materials to meet the needs of the student(s)
- Communicate regularly with all members of the student's school-based team to promote an open, collaborative environment that best serves the student
- Participate in staff training/professional development activities, staff meetings, and conferences
- Contribute to the documentation of student's learning
- Perform other tasks which may include reading or scribing for a student, providing one to one or small group support, assisting the teacher in the classroom, providing personal care and completing other necessary tasks to provide inclusion opportunities for all students
- Monday, Tuesday, Thursday, and Friday 8.10am – 3.10pm (Wednesdays 7:45am - 3:10pm)

### **REQUIRED SKILLS AND EXPERIENCE**

- Strong interpersonal skills with adults and children
- Previous experience working in a learning environment with children and/or youth with learning challenges and/or social emotional needs

### **QUALIFICATIONS**

- The preferred candidate will have completed an Early Childhood Education Program or an Education Assistant Program.

- All applicants should have compassion and patience for students who face learning challenges and must be able to work collaboratively with colleagues to support student learning.
- Applicants must have an active Christian faith that shapes their life.

## **TERMS OF EMPLOYMENT**

This posting is for a one-year position, with the possibility of extension.

- Start date: August 28, 2023
- End date: last week in June

To apply, please forward the following:

- résumé
- cover letter
- personal statement of faith
- contact information for three references.

Application materials can be emailed to Candis Gibbs (Student Services Coordinator) at [candis.gibbs@pacificchristian.ca](mailto:candis.gibbs@pacificchristian.ca)

This posting will remain open until filled, but priority consideration will be given to applications received by May 31.