

# Pacific Christian Secondary

## Full-Time Educational Assistants

### **JOB DESCRIPTION**

Educational Assistants work as team members with teachers and student services staff to assist in the implementation of Individualized Education Plans, including provision of universal learning supports, individualized strategies, and one-to-one support for students, ages 12-19.

Specific tasks:

- With support from the coordinators and the teachers, implement the strategies outlined in each student's Individual Education Plan
- Provide academic, social, and emotional support for students in Grades 8-12
- Support students one-on-one and in small groups in classrooms and other designated spaces.
- 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.
- Adhere to prescribed documentation protocols for tracking daily tasks and student progress.
- 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 to Friday 8.00 am – 3.15 pm.

### **REQUIRED SKILLS AND EXPERIENCE**

- Ability to effectively support students with minimal supervision.
- Excellent interpersonal skills with adults and youth.
- Previous experience working in a learning environment with children and/or youth with disabilities, learning difficulties, ADHD, and/or mental health challenges.
- Strong written and oral communication skills.

### **QUALIFICATIONS**

- The preferred candidate will have completed an Education Assistant Program or education about and experience working with high school-age students in a learning environment.

- 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 or transfer to other student support roles.

- Start date: August 26, 2024
- End date: last week in June
- The Salary for this position is based on education and experience. Here is the [2023-2024 EA Wage Grid](#) (There is an expected wage increase for the 2024-25 school year)

To apply, please forward the following:

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

Application materials can be emailed to Julia Haazen (Learning Support Services Coordinator) at [julia.haazen@pacificchristian.ca](mailto:julia.haazen@pacificchristian.ca)

This posting will remain open until filled, but priority consideration will be given to applications received by May 15.