



POSTING DATE (MM/DD/YY) 03/10/22

Buffalo Trail Public Schools Career Opportunity

SCHOOL: Dewberry School

POSITION TITLE: Educational Assistant **FT/PT/Casual:** Part Time

This position is: Regular

POSITION DESCRIPTION AND REQUIREMENTS:

Dewberry School requires a part time Educational Assistant to work until the end of the 2021-2022 school year.

Duties include:

- *Implements educational instruction to identified student(s) including researching, preparing and collecting materials and supplies.
- *Assists in appropriate student data collection, monitors, observes and reports to the classroom teacher and/or Inclusive Learning Teacher on student(s) progress and makes recommendations for further assistance.
- *Collaboratively modifies classroom and curriculum materials to meet the student and/or group's specific needs.
- *Assists students in the development of appropriate academic, social, behaviour and life skill goals. Encourages and supports all students in development of skills and interests to promote independence.
- *Takes part in professional learning and specialized training as required and supported by the school or Central Services.
- *Supervises student(s) during instructional and non-instructional periods.

In addition to strong communication skills and a commitment to student learning, the successful applicant will demonstrate the ability to work closely with parents, classroom teachers, and administration in support of students Individual Support Plan. Training or experience as an educational assistant would be an asset.

Primary placement will be in various grades, 1-9 and through various subject areas.

This position is subject to the current CUPE Local #1606 Collective Agreement.

CLOSING DATE: March 17/22

Interested applicants should forward a resume and covering letter to:

Tamara Stachniak
Principal
75 1st Avenue North
Dewberry, AB
T0B 1G0
tamara.stachniak@btps.ca

Buffalo Trail Public Schools is pleased to accept all qualified applications, but only those candidates selected for an interview will be contacted.

The successful applicant will be required to submit a current Criminal Record Check.