

EMPLOYMENT OPPORTUNITY

DIVISION: SIKSIKA BOARD OF EDUCATION

DEPARTMENT: SIKSIKA EDUCATION

DATE POSTED: November 25, 2021

DEADLINE: December 9, 2021

PRESCREENING: December 10, 2021

INTERVIEW: December 14, 2021

POSITION TITLE: EDUCATIONAL ASSISTANT (EA)

SALARY: Based on EA Salary Grid

PARTTIME: Contract Basis

DUTIES:

(Duties may include but are not limited to the following)

- Under the direction of the Principal, Lead Teacher and provide support within the classroom by performing duties as requested by the Lead Teacher.
- Supervise school activities.
- Participate in school curricular.
- Must be prompt, punctual and dependable.
- Perform other duties as required by the Principal and Lead Teacher.
- Attend staff meetings and assist in achieving the goals, standards and objectives of the Siksika Board of Education.

QUALIFICATIONS:

(REQUIREMENTS, EDUCATION, AND EXPERIENCE)

- Successful completion of Grade 12 Diploma
- Teacher Aide courses/ECS certificate an asset. Any combination of education and experience may be considered.
- Must be willing to work in a team approach with all educational personnel.
- Be able to communicate with parents and other community members.
- Be active in community activities and be a good role model within the community and the school maintain Technology inventory.
- Must have current Criminal and Intervention Child Welfare Record Check.
- Computer literate and experience.

OTHER FACTORS:

- Must be familiar with the Siksika Language, Culture and History.
- Must have current Criminal and Intervention Welfare Record checks as mandated by Alberta Education. (prior to interview)

PLEASE SUBMIT RESUMES TO THE SIKSIKA BOARD OF EDUCATION OFFICE CALL or Email to

Roberta Olds, Human Resources Coordinator at oldsr@sboe.ca

(403) 734-4028 FOR MORE INFORMATION

***** P.O Box 1099 Siksika, AB T0J 3W0 *****

**** After Pre-screening only successful applicants will be contacted for Interviews ****