



BLACK GOLD SCHOOL DIVISION

Black Gold School Division is dedicated to promoting diversity, equity, and inclusion in the workplace. BGSD celebrates and welcomes the diversity of all employees, stakeholders, and external personnel.

Education Assistant ~ Full-Time Substitute Position

1.00 FTE – 30 hours per week

Leduc Composite High School – Leduc, AB

Duties:

- Working with students in an inclusive environment, including high-needs students
- Assist with personal care including feeding, hydration, medication, hygiene/toileting
- One-on-one work with students including reading and scribing
- Working with mobility-challenged students
- Providing support to students with service animals
- Ability to work as a team member with classroom teachers in the delivery of instruction and care to children, under the supervision of a teacher and/or school administrator

Qualifications:

- Education assistant certificate/diploma is an asset
- Positive attitude and a willingness to accept new challenges
- The ability to take direction, be flexible, be patient, and work independently
- Experience and/or willingness to work with assistive technology
- Ability to work as a team member with classroom teachers

- Position commences: February 3, 2025
- Hours of work: Monday to Friday (to be determined)
- Salary and benefits according to current C.U.P.E. Collective Agreement
- As a condition of employment, new employees are required to **provide a current Vulnerable Sector Check and Intervention Record Check** at their own expense (prior to starting employment).

Deadline for applications: January 28, 2025 at 12:00 p.m.

Please include a cover letter, resume, and a list of three referees in one PDF document.

Competition #24/25-192
Please e-mail the package, quoting the competition number, to the attention of:
Brad Clarke, Principal
Leduc Composite High School
brad.clarke@blackgold.ca

Thank you for showing an interest in this position. Only those selected for an interview will be contacted. Resumes of individuals not granted an interview will not be kept on file and will be disposed of appropriately.