

## ***SUBSTITUTE EDUCATIONAL ASSOCIATES***

<b>CURRENT LOCATION:</b>	Various – Urban and Rural
<b>POSTING DATE:</b>	August 3, 2016
<b>CLOSING DATE:</b>	Applications will be received on an on-going basis.
<b>HOURS OF WORK:</b>	Varied hours and frequency (on an “as needed” basis).
<b>SALARY:</b>	\$20.70 per hour

### **REQUIREMENTS FOR THIS POSITION:**

- Successful completion of Grade 12.
- Experience in the delivery of human services. (Human Services in this context refers to social work, health care, justice, counselling and community development).
- One of the following:
  - A one year post-secondary Educational Assistant Certificate;
  - A two year Early Childhood Education Diploma;
  - A two year Youth Care Worker Diploma;
  - An equivalent post-secondary education to the above mentioned certificates and diploma programs, from a recognized institution as approved by the Board of Education.
- Valid driver’s licence.
- Knowledge of and ability to operate within Board policies and procedures.
- Ability to supervise learning and school-related activities in a variety of settings and locations.
- Ability to assist students in the development of:
  - Basic life skills including dressing, feeding, and personal care;
  - Gross and fine motor skills;
  - Communication skills;
  - Behaviour management strategies; and
  - Skills that foster successful student engagement and inspire completion of learning activities, assignments, and assessment activities.
- Demonstrated knowledge and skill in the use of standard techniques required for lifting, moving, and securing.
- Demonstrate a high regard for all children and youth that honours diversity.
- Ability to maintain a positive, encouraging, supportive approach when interacting with all students, consistent with the belief that we can help all children learn.
- Ability to plan and organize activities.
- Ability to maintain accurate records and documentation and provide recommendations to the supervisor.
- Ability to understand and carry out oral and written instructions.
- Ability to work collaboratively in a positive manner as part of a team.
- Working knowledge of technology and software associated with the duties and responsibilities of this position.
- Ability to work independently with minimal on-site supervision demonstrating sound judgement and decision making skills to ensure quality of work meets expected standards.
- Ability to establish and maintain professional and effective working relationships with all staff, students, parents and the general public demonstrating tact and diplomacy.
- Ability to do heavy work (exerting up to 100 lbs. of force occasionally and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly).
- Ability to conduct oneself in a manner appropriate to an educational institution that provides services to children including demonstrating strict attention to confidentiality of school operations and student information.
- It is a condition of employment that all candidates provide a criminal record check and a vulnerable sector check.

### **QUALIFIED CANDIDATES MAY APPLY IN CONFIDENCE TO:**

Human Resources - Saskatchewan Rivers Public School Division  
545 – 11<sup>th</sup> Street East, Prince Albert, SK S6V 1B1 Fax: 306-763-4460  
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