

**EDUCATIONAL ASSOCIATE 1 – STUDENT SUPPORT SERVICES
(several positions)**

CURRENT LOCATION(S): In the City of Prince Albert and Surrounding Area
(with the understanding that you are employed by the Saskatchewan Rivers Public School Division)

POSITIONS: Temporary Full Time and Temporary Part-Time (.50)

STARTING DATE: As mutually agreed upon.

ENDING DATE: June 25, 2021, or upon return of employee on leave.

POSTING DATE: November 24, 2020

CLOSING DATE: November 30, 2020 by 2:30 p.m., or until suitable candidates can be found.

HOURS OF WORK: Temporary Full Time: 6.50 hours per day/32.50 hours per week
Temporary Part-Time (.50): 3.25 hours per day/16.25 hours per week

SALARY: Year 1 - \$23.95 per hour
Year 2 - \$25.15 per hour
Year 3 - \$26.41 per hour

REQUIREMENTS FOR THE 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 and become independent.
- 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 – 11th Street East, Prince Albert, SK S6V 1B1 Fax: 306-763-4460
hr@srsd119.ca

Please follow the application procedure as outlined on our website at https://www.srsd119.ca/?page_id=4999

Saskatchewan Rivers Public School Division is an equal opportunity employer. We are committed to creating an inclusive workplace and having a workforce representative of the diverse communities we serve. We welcome diversity and encourage applications from all qualified individuals.