

**EDUCATIONAL ASSOCIATE 1 – STUDENT SUPPORT SERVICES**

**CURRENT LOCATION(S):** Kinistino Public School  
And/or other locations to be determined 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 Part-Time (0.5)

**STARTING DATE:** January 16, 2025, or as mutually agreed upon

**ENDING DATE:** June 25, 2025

**POSTING DATE:** January 7, 2025

**CLOSING DATE:** January 10, 2025, by 1:00 pm, or until a suitable candidate can be found

**HOURS OF WORK:** 3.25 hours per day/16.25 hours per week

|                | <b>Certified Rate</b>     | <b>Uncertified Rate</b>   |
|----------------|---------------------------|---------------------------|
| <b>SALARY:</b> | Year 1 - \$25.48 per hour | Year 1 - \$23.37 per hour |
|                | Year 2 - \$26.76 per hour | Year 2 - \$24.55 per hour |
|                | Year 3 - \$28.10 per hour | Year 3 - \$25.77 per hour |

**REQUIREMENTS/RECOMMENDATIONS 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).
- The following would be considered an asset:
  - 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.
- Ability to supervise learning and school-related activities in a variety of settings and locations.
- Ability to assist students in the following areas:
  - Basic life skills including dressing, feeding, toileting and personal care;
  - Gross and fine motor skills, communication skills and behavior management strategies;
  - 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.
- 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).
- Use appropriate defensive interventions and restraint techniques when students are exhibiting violent or destructive behaviour which may pose a threat to the well-being of others, themselves or property.
- Be physically able to safely chase students when they run away.
- 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 understand and carry out oral and written instructions.
- 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 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.
- Ability to fulfill any and all other duties as outlined in the job description.

**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  
hr@srsd119.ca

Please follow the application procedure as outlined on our website at [https://www.srsd119.ca/?page\\_id=4999](https://www.srsd119.ca/?page_id=4999)

**Only shortlisted applicants will be contacted**

*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.*