



TL'ETINQOX ʔESGUL

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Job Posting: Education Assistant (K-12)

Job Title: Education Assistant

Reports To: School Administration

Department: Education

Compensation: Starting Wage \$24.00 (depending on qualifications and experience)

Position Type: Full-Time, September – June, with possible option to return the following school year

Position Summary

We are seeking a compassionate and dedicated Education Assistant (EA) to join our team. As an EA in our dynamic K-12 school, you'll play a vital role in creating an inclusive and supportive learning environment. You'll work collaboratively with teachers and other professionals to assist students with diverse needs. The ideal candidate is patient, flexible, and passionate about helping every student reach their full potential, whether they are in Kindergarten or Grade 12.

Key Responsibilities

- **Provide Direct Student Support:** Work one-on-one or with small groups of students to reinforce learning and social skills under the direction of the classroom teacher.
- **Implement IEPs:** Assist in implementing strategies and accommodations outlined in students' Individualized Education Plans (IEPs).
- **Foster a Positive Environment:** Help students with behavioural self-regulation, encourage positive peer interactions, and promote an inclusive classroom culture.
- **Assist in the Classroom:** Support the teacher with classroom management, preparation of learning materials, and supervision of students in various settings (classroom, playground, hallways).
- **Observe and Report:** Monitor, observe, and document student progress, behaviour, and achievements, communicating key information to the teacher.
- **Ensure Safety:** Provide a safe and respectful environment for all students, and assist with personal care or physical support as needed.

Qualifications and Skills

- High school diploma or equivalent.
- Education Assistant Certificate from a recognized post-secondary institution an asset.
- Experience working in a K-12 school setting preferred.
- Previous experience working with children or youth, particularly those with diverse needs.
- Excellent communication and interpersonal skills.
- A patient, empathetic, and flexible demeanour.
- Ability to work collaboratively as part of a team.
- Strong morals and ethics, sound judgement and reasoning skills, along with a commitment to discretion and privacy
- A clear **Criminal Record Check with a Vulnerable Sector** search.

How to Apply

Please submit your resume and a cover letter outlining your suitability for the role to jobs@tletincoxschool.com. Acceptance of applications will remain **open until position filled**.

Please include "**Education Assistant Application**" in the subject line of your email.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

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