

EDUCATIONAL ASSOCIATE 1 – STUDENT SUPPORT SERVICES (multiple positions)

CURRENT LOCATION(S):

- Ecole Arthur Pechey Public School
- Birch Hills Public School
- Carlton Comprehensive Public High School
- East Central Public School
- John Diefenbaker Public School
- King George Public School
- Princess Margaret Public School
- Queen Mary Public School
- Red Wing Public School
- Riverside Public School
- Spruce Home Public School
- Ecole Vickers Public School
- Vincent Massey Public School
- Westview Public School
- W.J. Berezowsky Public School
- and potentially other locations TBD in the City of Prince Albert and Surrounding Area

Recent high school graduates
are encouraged to apply

(with the understanding that you are employed by the Saskatchewan Rivers Public School Division)

POSITIONS: Temporary Full-Time (1.0)
STARTING DATE: August 28, 2024
ENDING DATE: June 25, 2025
POSTING DATE: July 18, 2024
CLOSING DATE: July 23, 2024, by 1:00 pm
HOURS OF WORK: 6.50 hours per day/32.50 hours per week

	Certified Rate	Uncertified Rate
SALARY:	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 – 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.