

JOB POSTING

Position:	Education Assistant (20 hours per week, Junior School)
Department:	Academic
Compensation:	\$18.50 per hour
Reports To:	Learning Resource Coordinator, Junior School Principal
Starting Date:	August 30, 2017
Closing Date:	Open Until filled

Queen Margaret's School is accepting applications for a part-time Education Assistant for the Junior School Program. Education Assistants are responsible for providing support for students identified as having exceptional needs, under the direction of the Learning Support Teacher and Classroom Teacher.

Applicants interested in joining Queen Margaret's School community must embrace the ethos of an independent school education, the capacity to develop positive relationships with all community members, and the desire to contribute to a collaborative learning community.

All applicants for this position will be expected to agree to have a Criminal Record Check initiated by Queen Margaret's School.

Applications must include:

- a cover letter
- resume
- three (3) professional references

Qualifications:	Responsibilities:
<p><i>The following are requirements for this position:</i></p> <ul style="list-style-type: none"> • School and Community Support Worker certification, Special Education Worker Certification, Degree in Education, or other relevant combination of certification/experience • Experience working with identified special needs students with diverse needs • Familiarity with anxiety-reducing programs at the elementary school level • Highly effective communication skills, both verbal and written • Demonstrated ability to work in a team setting • Experience, sensitivity and awareness of working within a multi-cultural environment <p><i>Preference will be given to candidates who also have the following skills and qualifications:</i></p> <ul style="list-style-type: none"> • Level One First Aid Certificate • Training and experience in working with Autism Spectrum Disorder 	<ul style="list-style-type: none"> • Implement the strategies, and work toward the goals, as outline in the Individual Education Plan of each student • Keep up to date records of student activities and progress • Collaborate with colleagues to support a student-centred learning environment • Coordinate with Learning Support Teacher, specialist teachers, and classroom teachers as required • Bring energy, enthusiasm and a love of learning to the classroom • Attend meetings and school events as required

Interested applicants should email a cover letter, resume, and supporting documents to:

careers@qms.bc.ca