



**ST. MARGARET'S
SCHOOL**

Educational Assistant, K-12

Auxiliary, On-call

Posting # 1819068

External / Internal Posting

Today's Date: February 5, 2019 | Closing Date: Until filled

Hours

Monday – Friday
between 8:30am and 3:30pm

Salary

\$ 22.85 – \$ 25.25 per hour
depending on years of service at SMS

This is a bargaining unit position in the Professional Employees Association

Summary

St. Margaret's School is looking for an energetic, self-directed Educational Assistant to provide educational support to students on an individual or small group basis. They will work collaboratively with the Learning Support Coordinator, Learning Support teachers, classroom teachers and other staff in providing this support. Daily duties may be assigned as part of this role.

Responsibilities will include but are not limited to

- Assisting the classroom teachers in the delivery of the curriculum to students
- Organizing with learning support teachers and classroom teachers, specific activities and lessons that address the academic, social and emotional diversity within a classroom
- Supporting individual students and groups of students within the classroom environment
- Attending weekly learning support meetings and school activities
- Supervision duties
- Regular communication and interaction with teachers, learning support staff and the Principals (or designate)
- Other duties as assigned

Requirements and Qualifications include

- Post-secondary training as a Teaching Assistant or equivalent
- Exceptional skills in providing assistance to students with a variety of needs in a K to 12 setting
- Specific post-secondary courses in child or adolescent development, behaviour management or equivalent
- Course work in math and/or science would be an asset
- 2-3 years proven experience and excellence in co-planning and assisting with lessons in a classroom
- An awareness and understanding of the BC curriculum
- Ability to provide a variety of instructional strategies to meet the individual needs of the students
- An awareness of the social/emotional needs of girls
- Superior communication and interpersonal skills in working with colleagues, students and parents
- Strong creative and organizational skills

- Ability to work as part of a team
- Flexibility to work in a busy and dynamic environment
- Actively support the vision, mission and values of our School

Interested candidates are invited to submit an application package, which includes a covering letter, curriculum vitae and professional references, quoting the **Posting # 1819068**, by **February 19, 2019** to:
Human Resources:

St. Margaret's School
1080 Lucas Avenue
Victoria, BC V8X 3P7
Email: careers@stmarg.ca