



## **Educational Assistant – Part-time, regular shifts in various locations in Calgary and surrounding areas careers**

Foothills Creative Beginnings is looking for part-time education assistants to work with special needs preschool aged children. A cover letter and resume should be sent to [careers@foothillscreative.org](mailto:careers@foothillscreative.org)

### **The Job:**

*The primary role of the education assistant is:*

- To be a part of the child's Early Intervention team (coordinator, therapists and parents).
- Support the child in the classroom environment following the goals and strategies on the child's Individual Program Plan (IPP).
- Daily documentation of the child's progress.

*Duties may include:*

- Implement lesson and behaviour plans, as per the child's IPP, as directed by the early intervention lead.
- Reinforce lessons presented by teachers by demonstrating an activity and/or helping the child understand the material and adapt the information to their learning style.
- Work with the child one-on-one or in a small group as required, to enhance their learning or aid with behaviour regulation.
- Enforce school and class rules to help teach the child appropriate behaviour. Provide comfort to distressed children through compassion and tact.
- Help teachers prepare for lessons by getting materials ready or setting up equipment such as gym equipment, toys, craft materials, and snacks.
- Use assistive technology or equipment as required to support the child's learning and behaviour.
- Help the child with basic needs, such as eating or personal hygiene.
- Ensure that a daily report is done. Provide observations and feedback to the teacher and early intervention lead on student behaviour to help monitor the child's progress.
- Oversee children and make sure that they are safe during outdoor activities.

### **Skills & Abilities**

- Flexibility, patience, sensitivity, tolerance, enthusiasm, creativity and imagination.
- A positive attitude.
- Good health and physical fitness.
- An ability to deal with the stress of working with one or more children who are active and demanding.
- An ability to interact with children in a tactful, empathetic manner.
- Keen observation skills.
- Good writing and speaking skills.
- An ability to take direction and work as a team member.
- A commitment to the development, progress, and inclusion of students with special needs.

### **Requirements**

- Minimum high school diploma.
- Preferred education is EA diploma or equivalent post-secondary education.
- Experience working with children with special needs and/or with difficult behaviours an asset.
- Experience working on communication/speech/language an asset.
- Proficiency in the English language, both written and verbal.
- Current Standard First Aid and CPR – level C certification; can be obtained upon hire within a designated time frame.
- Clearance from a Criminal Record Check, including a Vulnerable Sector check must be current within the last six months.

**Working Conditions:** The EA is responsible for the children assigned to them in a preschool, daycare, or community school. The EA may work with one or more students in the classroom setting.

EA's work indoors except when supervising students outdoors or on a field trip. This position required the ability to lift up to 30 lbs.. The EA must be able to move quickly in response to a child and be able to work at the child's level. This requires, but is not limited to: bending, sitting on the floor, and sitting on a stool.

Hours are Monday to Friday, often morning or afternoon based on availability and the hours of the child. Work may include after-shift or after-school hours to attend an IPP or staff meeting, observe a therapy session, or training.