
Sacred Heart School Educational Assistant Job Posting 1.0 FTE

Sacred Heart School is advertising for an Educational Assistant in a Limited Duration Capacity. The position is of a part-time capacity, working four days a week from 8:00am to 2:30pm (6.5 hours) daily for a contract of one year. This contract may be renewed for the following school year depending on the needs of the school.

General Description:

As an Educational Assistant at Sacred Heart School, you will play a vital role in supporting our mission of providing a faith-based and inclusive education to all our students. You will work closely with our teaching staff to assist students, particularly those with special educational needs, in achieving their academic and personal goals. The ideal candidate should be compassionate, patient, and have a deep understanding of Catholic values.

Qualifications and Attributes:

- Minimum of a high school diploma or equivalent (Education Assistant Diploma or related field preferred).
- Experience working with students with special education needs, and familiarity with implementing Individual Education Plans (IEPs).
- Strong understanding and adherence to the principles of the Catholic faith.
- Excellent communication skills and ability to work collaboratively with teachers, parents, and students.
- Demonstrated patience, empathy, and a nurturing attitude towards all students.
- A passion for education and a commitment to fostering an inclusive and welcoming learning environment.

For a more in-depth understanding of the role, please see the Job Description below.

How to Apply:

If you feel called to be part of our educational mission at Sacred Heart School and believe you possess the qualifications and values we seek, we invite you to apply for the position of Educational Assistant. Please complete the online application at <https://cispg.ca/careers/support-staff-application-form/> and your application will be sent directly to the principal.

Anticipated Start Date: October 14, 2025

Closing Date: Until Filled

*Note: Only shortlisted candidates will be contacted for interviews.

We look forward to welcoming a dedicated and compassionate Educational Assistant to our Sacred Heart School team and working together to provide a nurturing and faith-based learning environment for our students. Thank you for considering this opportunity!

Job Description for Education Assistants (EAs)**Overview:**

Under the direction of the Classroom Teacher, with the support of the Learning Resource Teacher (case manager), and supervised by the Principal, the Education Assistant (EA) assists small groups and/or individual students in personal/social, academic (thinking), and communication competencies.

- Students with a ministry designation will receive support to help meet their goals according to their Inclusive Education Plan. Efforts will be made to 'share' support between two or more EAs for each funded student, and EAs may be reassigned at any time at the discretion of the Principal/Learning Resource Teacher.

- Classroom EA time will be scheduled as available, and the EA will be directed by the classroom teacher to help meet student needs within the classroom setting.

The use of an EA in the classroom is to positively impact student learning and the EA time is to be spent primarily on working with students. They will also monitor and assist students during unstructured times such as recess, lunch, before and after school periods and between classes as assigned by the Principal and scheduled by the Learning Resource Teacher.

Responsibilities:

- Administer medications and perform child-specific health-related tasks (i.e. diabetes care) as trained and outlined under a delegated care plan.
- Provide universal and essential supports under the direction of the classroom teacher and/or Learning Resource Teacher (i.e. scribing, outlining, oral testing, implementing Occupational Therapy/Speech Therapy/Physiotherapy recommendations, etc.)
- Work as part of the team implementing and providing information for updating the Inclusive Education Plan as needed.
- Track and monitor the goals and objectives set out in the IEP.
- Assist students in gaining independence in specific life skills.
- Support students in learning and using assistive technology.
- Participate in conferences and workshops as required.
- Observe students and communicate these observations to the appropriate staff members (Principal, classroom teacher, LRT (immediately when appropriate, and weekly in writing to the Learning Resource Teacher).
- Report safety, unusual behavior, and discipline concerns to the principal, classroom teacher, and LRT, and resolve minor issues on the spot whenever possible.
- Assist classroom teacher in preparing instructional materials or adaptive materials for students on Inclusive Education Plans when time permits and when not working with students.
- Complete supervision duties as assigned and ensure students enter the school when on supervision. This may mean working outside in inclement weather.
- Arrange, distribute, and collect specific activity materials and equipment.
- Perform duties in compliance with WCB safety regulations.
- Assist in supervising designated students during school activities such as field trips, mass preparation, clubs, and other special events.
- Model behavior as described in the Catholicity clause.
- Always be professional with parents and students during and after school hours as a professional representative in the community. This includes on social media.
- Maintain professionalism and confidentiality at all times.
- Score objective tests and assessments if additional training has been provided (i.e. Orton Gillingham) and communicate these with the appropriate staff.
- Direct all questions or complaints to the appropriate person, following CISPG policy. This includes directing others (parents, community members, other staff) to the appropriate person.
- Promote and foster cooperative relationships with all students, staff, and school community members.
- Perform other duties as required by the classroom teacher, Principal and Learning Resource Teacher