
Sacred Heart School Educational Assistant & After School Care Coordinator – Full-Time Position

Sacred Heart School is seeking a compassionate, organized, and faith-filled individual to join our team in a combined role as an Educational Assistant and After School Care Coordinator beginning September 2026. This full-time position combines support within the school day and leadership within our growing After School Care program.

Position Details

- Educational Assistant: 9:00am – 2:30pm
- After School Care Coordinator: 2:30pm – 5:30pm

General Description

As part of the Sacred Heart School team, the successful candidate will support students both during the instructional day and within our After School Care program. This role is ideal for someone passionate about inclusive education, child development, and Catholic education.

During school hours, the Educational Assistant will work closely with classroom teachers, the Learning Resource Teacher, and administration to support students academically, socially, emotionally, and behaviourally within the classroom and school environment.

In the afternoons, the After School Care Coordinator will supervise and lead the Sacred Heart After School Care program, ensuring a safe, welcoming, and engaging environment for students. Responsibilities include attendance, communication with families, supervision, snack coordination, programming, safety procedures, and maintaining licensing requirements.

Qualifications and Attributes

The ideal candidate will:

- Hold a high school diploma or equivalent, with preference given to candidates possessing Education Assistant (EA), Early Childhood Education (ECE), Responsible Adult certification. A strong combination of related experience and training will also be considered.
- Have experience working with children in educational or childcare settings
- Demonstrate strong communication and organizational skills
- Be compassionate, patient, and collaborative
- Support and model Catholic values and teachings
- Be comfortable supporting students with diverse learning and behavioural needs
- Possess current First Aid certification or be willing to obtain it.
- Successfully complete a Criminal Record Check as required

Key Responsibilities

Educational Assistant Duties

- Support student learning and inclusion within the classroom
- Assist students with academic, social-emotional, behavioural, and life skill development
- Implement supports outlined in Inclusive Education Plans (IEPs)
- Provide supervision during recess, lunch, and school activities
- Assist with classroom preparation and student support programs

After School Care Coordinator Duties

- Supervise students in the After School Care program
- Maintain attendance and parent communication

- Plan activities, games, crafts, and outdoor play opportunities
- Ensure licensing, health, and safety standards are followed
- Coordinate daily snack routines and maintain a safe environment
- Complete incident reporting and maintain confidentiality

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 & After School Care Coordinator. Please complete the online application at <https://cispg.ca/careers/support-staff-application-form/> and email ksienaert@cispg with your expression of interest.

Anticipated Start Date: September 1st, 2026

Closing Date: Until Filled

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

We look forward to welcoming a dedicated and compassionate Educational Assistant/After School Care Coordinator 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!