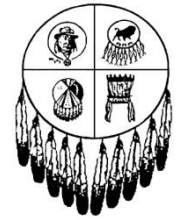


# PEIGAN BOARD OF EDUCATION

Announcing the Availability of the Following Full Time Position:



## Educational Assistant

### Position Summary

The Educational Assistant constitutes part of the PBOE support staff who help teachers carry out the educational mission of the Piikani Nation Secondary School and the Napi's Playground Elementary School. Under the direction of a teacher, the Educational Assistant will be required to work directly with students. These students may have any of the following: social-emotional, behavioral, or academic needs.

### Position Responsibilities

- Supporting the achievement of student educational goals and objectives outlined by the classroom Teacher and Learning Support Teacher in accordance with the IPP (Individual Program Plan)
- Working 1:1 with an assigned student
- Maintaining an EA journal, which includes a log of student behavior, updating student agenda for guardians
- Work within established structures, including classroom management structures, behavioral rules and IPP expectations, under the supervision of the classroom teacher
- Developing a consistent routine with the student which includes:
  - Transitions between subjects
  - Transition to other classrooms (I.E. Blackfoot classroom and gymnasium)
  - Preparation for school activities (assemblies and other school initiatives)
  - Preparing the student for academic interventions with Teacher and Learning Support Teacher
  - Creating a **visual schedule** available for the student, and giving multiple cues in preparation for an upcoming change in the daily schedule
- Preparing additional materials as directed by the teacher creating classroom displays and undertaking other supportive activities with the assigned teacher
- Assisting with school supervision (recess, lunch)
- Attending RTI meetings and providing reports upon request to the RTI Team
- Weekly reports to be submitted to the Learning Support Teacher: these include a daily account of student progress or areas of need, briefly noted and student oriented
- Available to participate in the online Brain Story Certification (Alberta Family Wellness)

### Skills / Attributes

- Excellent verbal and written communication
- Effective organization, flexibility, and multi-tasking
- Ability to work in a team environment, as well as with limited supervision
- Ability to deal with adversity in a fast-paced school environment
- Compassionate and patient are essential characteristics when working with students with identified needs

### Education and Requirements

- High School Diploma and related post-secondary education
- Knowledge of Blackfoot/Piikani Language & Culture
- First Aide certificate
- Criminal Record Check and Child & Youth Information Module Check
- Valid Driver's License
- Vaccinations for COVID 19 is mandatory

**Deadline: November 19, 2021 on or before 4:00 PM**

Submit cover letter, resume AND copies of education requirements to:  
PEIGAN BOARD OF EDUCATION - ATTN: Human Resources  
Email: [lpard@piikani.ca](mailto:lpard@piikani.ca)  
Phone: 403-965-3910  
Fax: 403-965-3713