

# Educational Assistant

full-time and part-time

## Holden Rural Academy



Location: Holden, Alberta, a village southeast of Edmonton, Alberta

<https://holdenruralacademy.ca>

The Holden Rural Academy (HRA) is opening as a public charter school in September 2022. We seek to meet the unique needs of rural students: education that validates their rural experiences, collaborates with local businesses and organizations, and is accessible to every student. HRA will operate on a 4 day school week.

**DUTIES AND RESPONSIBILITIES:** Under the direct supervision of a teacher or other professional staff, Educational Assistants work with individual students or small groups of students to provide targeted or individualized supports.

Supervision and Safety of Students:

- Support students to be included in the classroom and school
- Support student self regulation, demonstrating ability to co-regulate.
- Supervise and engage with students in a variety of settings and locations in the school and school community, eg., classrooms, hallways, school yard, pool, ice rinks etc.
- Apply predetermined strategies, such as the behaviour support plan, crisis management plan, ISP or other documents related to the student's support to address behaviour issues.
- Reinforce and praise appropriate behaviours.
- Help students with lessons and assignments, conduct oral tests or act as a scribe for students as directed by the teacher.
- Help students with physical and personal care needs
- Help with school-wide special events and activities

Professional Responsibilities:

- Participate in consultative team meetings as required.
- Work collaboratively with the teacher in supporting students, and communicate daily progress to the teacher who reports to the parents.
- Work collaboratively with other professionals who support student programming e.g., psychologist, SLP, Complex Communication Team, etc.
- Attend professional learning as it relates to your role, and as is required by Administration.

**Closing Date:** Preference given to Applications received by Aug 12/22 (Position remains open until enough suitable candidates are found).

**Applications:** Interested candidates please submit:

- Cover letter
- Resume highlighting skills, attributes and experience
- Two supervisory references

Submit to: [holdenruralacademy@gmail.com](mailto:holdenruralacademy@gmail.com)