



## **PINE CREEK SCHOOL DIVISION**

### **Employment Opportunity – Educational Assistant**

**Positions:** Educational Assistant – Term

**Schools:** MacGregor Collegiate Institute

**Assignment:** 4 hours/day

**Starting:** September 3, 2024 to June 26, 2025

**Candidates will be selected for interviews based on the following:**

- Training and/or Diploma in Early Childhood Education
- Experience working in a school setting would be an asset
- Previous experience working in an environment with children with exceptional learning needs
- Experience working independently and as part of a team

**Skills and Abilities:**

- Ability to work with children individually and in small groups within or outside of the classroom setting.
- Ability to work with students with physical, emotional, and academic exceptionalities.
- Ability to work with and support students in the area of communication, health/medical needs (i.e. Feeding, toileting, suctioning) mental health, cognitive needs, physical assistance, self-help/grooming and toileting care, social/emotional/behavioral needs, sensory, vision, etc.
- Work collaboratively and cooperatively with staff to support student programming
- Ability to communicate effectively with students and staff
- Demonstrated proficiency in the use of technology

First Aid, Child CPR, and Non-Violent Crisis Intervention training are an asset.

Any questions should be directed to the Principal, Kyle McKinstry ([kmckinstry@pcsdonline.ca](mailto:kmckinstry@pcsdonline.ca)).

Interested candidates are to submit a cover letter and resume, along with three (3) references that we have permission to contact, by **August 28, 2024** email to:

Human Resources  
Pine Creek School Division  
Email: [hr@pcsdonline.ca](mailto:hr@pcsdonline.ca)

**Note:** We thank all applicants for their interest. However, only those selected for an interview will be contacted. All persons hired by Pine Creek School Division are subject to the completion of satisfactory Child Abuse Registry and Criminal Records Checks conducted at the cost of the prospective employee.