

Medicine Hat Catholic Board of Education

“Showing the Face of Christ to All”



Competition #378

Out of School Care Program Assistant

St. Michael's School

(2:45pm – 5:00pm)

Start Date: March 15, 2021

End Date: June 25, 2021

Closing Date for Applications: March 5, 2021 @ 12:00 pm

Located in Southeastern Alberta Medicine Hat Catholic Board of Education is a publicly funded, vibrant part of the public education system in Alberta serving 2500 students in 9 schools with 350 employees. We are dedicated to providing the highest quality Catholic education in faith based classrooms in partnership with *Family, Church and Community*.

St. Michael's School has a student population of approximately 140 students
(Grades K-6; including ELP-Early Learning Program)

Description: The ideal candidate should possess a combination of education and experience that would serve to enhance the school, staff and students of St. Michael's School.

The successful candidate must:

- Before and After School Care for Kindergarten to Grade 6 ages
- Provide and support a child centered safe, proactive and supervised environment in a relaxed setting.
- Assist the Out of School Care Coordinator

Qualifications and Skills:

- Child Development Assistant Course (formerly Level 1) – training can be provided
- Positive attitude, enthusiastic and engaging; comfortable with students from ages 3-10
- Flexible, responsible person who can adapt to change and who is caring, patient and compassionate
- Excellent interpersonal skills with an ability to communicate with school staff, students, and parents
- A current Criminal Records Check and Alberta Child Services Record Intervention Check will be required
- Valid Standard First Aid and CPR Certificate – training can be provided
- Knowledge in use of Power School, MS Outlook, MS Word, Google Classroom/Docs/Drive, Gmail

As part of a commitment to Catholic education for the students of the Medicine Hat Catholic Board of Education, and as a condition of employment, an individual taking employment within the Division, will undertake to follow, both in and out of your employment with the Division, a lifestyle and deportment in harmony with Catholic Church practices and beliefs which include, among other things, living in harmony with the principles of the Gospel and teachings of the Catholic Church.

For more information, please contact: Mrs. Shannon English, Principal at (403) 527-7242.

Please indicate interest by forwarding a current resume, cover letter including competition # and application form to:

Human Resources
Medicine Hat Catholic Board of Education
1251 - 1st Avenue SW, Medicine Hat, Alberta T1A 8B4
E-mail: resumes@mhce.ab.ca

Support Staff Applicant: A Support Staff Application form must accompany your resume and cover letter and can be found online under Human Resources/How to Apply at www.mhce.ab.ca or can be picked up at the board office.

Medicine Hat Catholic Board of Education
1251 - 1st Avenue SW, Medicine Hat, Alberta T1A 8B4

We thank all those that apply. Only those selected for an interview will be contacted.

Great Schools – Fantastic Staff – Exceptional Programming