

Medicine Hat Catholic Board of Education

"Showing the Face of Christ to All"



Competition # 324

PUF Learning Assistant (0.26 FTE)

St. Francis Xavier School – Early Learning Program

9 hours per week (Monday, Tuesday, Wednesday; 12:30 pm – 3:30 pm)

Start Date: As soon as possible

End Date: June 24, 2020

Closing Date: Once suitable candidate is found

Medicine Hat Catholic Board of Education is a publicly funded, vibrant part of the public education system in Alberta serving 2600 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. Francis Xavier School has a student population of approximately 120 Students
(Grades K – Grade 6, including ELP – Early Learning Program)**

Duties will include but are not limited to:

- Work in team with teachers, speech language pathologists, occupational therapists, physical therapists and therapy assistants to provide support for children with needs in an early learning environment
- Reinforce learning strategies and skills taught in the classroom and in therapy sessions under the direction of the ELP Educator and Early Learning Support Teacher
- Assist children with self-regulation in order to support a proactive, safe learning environment
- Demonstrate empathy, flexibility and model social skill development to foster relationship building

Qualifications and Skills:

- Certificate or diploma in Early Learning and Child Care or an ideal combination of education and experience
- Current Criminal Records Check and Child Intervention Check will be required
- Training in SIVA an asset
- Strong organizational skills and the ability to work in a fast-paced, team-oriented environment
- Excellent interpersonal skills to communicate with school staff, children, and various team members

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 District, will undertake to follow, both in and out of your employment with the District, 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. Terri Ball, Coordinator of Early Childhood Services at (403) 502-8354.

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@mhcbe.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.mhcbe.ab.ca or can be picked up at the board office.

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

Great Schools – Fantastic Staff – Exceptional Programming