

**Medicine Hat Catholic Board of Education**



**Competition #377**

**0.5 FTE ESL Learning Assistant**

**Monsignor McCoy High School**

17.5 hours per week

(8:15 a.m. to 2:40 p.m.; Tuesday, Thursday, Friday)

Start Date: March 1, 2021

End Date: June 25, 2021

Closing date for applications: Wednesday, February 24, 2021 @ 12:00 noon

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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*.

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**Monsignor McCoy High School has a student population of approximately 485 students (Grades 10 - 12)**

**The ideal candidate should possess the following:**

- Knowledge in use of Power School, MS Outlook, MS Word, Google Classroom/Docs/Drive, Gmail
- Strong background using technology in the classroom an asset (ie. Smartboards and Chromebooks)
- Strong organizational skills and the ability to work in a fast-paced, team-oriented environment.
- Excellent interpersonal skills with an ability to communicate with school staff, students, home stay guardians and various team members.
- Current Criminal Records Check and Child Intervention Check.

**Duties will include but are not limited to:**

- Support international students in the use of assistive technology to translate course work to their first language.
- Assist international students in understanding and completing course work assignments.
- Create an inviting physical learning environment combined with safe and trusting relationships to support learning opportunities.
- Plan and implement an inclusive, diverse language experience within an active learning environment.
- Work within a collaborative team including teachers, international education supervisor and assistant to provide support for children with ESL needs.

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.

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**For more information, please contact: Mr. Paul Bauche, School Administrator at 403-527-8161**

**Please indicate interest by forwarding a current resume, cover letter and District application form to:**

Human Resources  
Medicine Hat Catholic Board of Education  
1251 - 1<sup>st</sup> Avenue SW, Medicine Hat, Alberta T1A 8B4  
Fax: (403) 529-0917  
E-mail: [resumes@mhcbce.ab.ca](mailto:resumes@mhcbce.ab.ca)

Cover letters must include reference to the Competition #. Application forms can be picked up at the board office or found on line under Employment at [www.mhcbce.ab.ca](http://www.mhcbce.ab.ca).

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