



Catholic Independent Schools Kamloops Diocese

635A Tranquille Rd Kamloops BC V2B 3H5

Tel: 250-376-3351 ciskdhr@ciskd.ca

St. Ann's Catholic School - Quesnel, BC .78 FTE Certified Educational Assistant (CEA)

St. Ann's Catholic School (Quesnel, BC) is seeking applications from talented, qualified CEAs to serve students with diverse abilities with an assignment focus primarily in a K/1 classroom for approximately 31.25 hours per week (.78 FTE), commencing upon earliest availability of the successful candidate and concluding no later than June 30, 2021.

The CEA is a member of the school educational support team. The CEA is responsible for individual student support and program assistance under the direction of the classroom teacher and learning resource coordinator. As a Catholic Independent School, the teachings of the Catholic faith are integrated into every aspect of the school, and therefore, candidates who actively practice their faith are highly valued.

Duties include:

- Carrying out programs for assigned student(s) as directed by the classroom teacher and/or team members, including planning, implementation and evaluation of the instructional program and student progress
- Providing input, when requested, to the team for the development of the Individual Education Program (IEP), participates in school-based team meetings.
- Attending to and provide physical, personal care for a student
- Supporting students to maximize participation and learning in an inclusive environment
- Supplementing and extending the instructional and management functions of teachers and other professional personnel
- Assisting teachers in designing and implementing individualized or group communication skills, behavioural support and learning support
- Assisting in the collection of data, including observations and recording of academic and behavioural performance
- Interacting with students in a professional and effective manner

Qualifications:

- A diploma or certificate in Special Education, or a certificate as a Teacher Aide is the minimal educational credential required
- Valid certification in Non-Violent Crisis Intervention Training (CPI Training)
- Experience assisting elementary aged students with special needs (ASD, ADHD)
- Experience working with students with a broad spectrum of behaviors and needs
- Experience supporting children in-class, in small groups, as well as one-on-one
- Knowledge and experience using Zones of Regulation with students of diverse abilities
- Valid Criminal Record Check

For further information about the position, please contact Amanda Gilmore at 250-992-6237 or at principal@stannseagles.com.

Interested INTERNAL candidates should submit a cover letter noting their experience, an updated Pastoral Reference Form and resume. Please include the contact information of two (2) current professional references (one of which is from an immediate supervisor).

EXTERNAL candidates may locate the CISKD Support Staff application form and Confidential Pastoral Reference Form at www.ciskd.ca/careers. Please note that the Confidential Pastoral Reference Form required for all applicants is sent directly from the Catholic pastor to ciskdhr@ciskd.ca.

Completed applications with supporting documentation shall be submitted electronically in one PDF file to the CISKD Superintendent of Schools, Ms. H. Paluck, at ciskdhr@ciskd.ca.

We thank all applicants in advance, however only those shortlisted will be contacted.