

New Horizons Charter School
invites applications for the position of:
Educational Assistant

Located in Sherwood Park, Alberta, and focused on meeting the needs of intellectually gifted learners, New Horizons Public Charter School is a growing K-9 school of approximately 440 students. Please visit <http://www.newhorizons.ca> for more information about our school.

Reporting to the school principal and working under the direction of a classroom teacher, the position includes the following duties:

- Provide support and assistance to students in grade 6-9 as part of a multidisciplinary team including teachers, administration, and other support personnel.
- Assist with supporting the cognitive, social and emotional development of gifted children who have a range of exceptionalities, including high emotional needs.
- Assist teachers with miscellaneous non-instructional tasks.
- Supervise students during recess breaks when required.
- Complete other duties assigned by the principal or classroom teacher.

This is a full-time position beginning January 6, 2025. There will be a three-month probationary period.

Remuneration will be provided in accordance with a salary grid which at the present time ranges from \$19.68 to \$26.65 per hour, depending on training and experience. An employee benefits package is included covering health, dental and life insurance.

Desirable Qualifications and Qualities:

- Successful experience as an educational assistant. Providing support and assistance to gifted students and twice exceptional students is an asset.
- High school completion; certification as a special needs educational assistant, educational assistant, or equivalent.
- Is energetic, enjoys working with children, and relates positively to students of middle school age.
- Displays confidence, responsibility, and initiative.
- Demonstrates strong collaborative and interpersonal skills.
- Possesses excellent organizational and communication skills.

This competition will remain open until the end of day on December 20, 2024 or until the position is filled, whichever comes later.

A current criminal record check and child intervention record check is required of all new employees.

We thank all applicants for their interest but be advised that only those selected for an interview will be contacted.

Applications, with cover letter and three references, should be directed to:
lvigfusson@newhorizons.ca