



Educational Assistant

We invite applications for a full-time opportunity at Edge School in the role of Educational Assistant

About us

Since 1999, Edge School has been committed to making a difference in the lives of our student-athletes. Our mission is to build a culture of personal excellence in academics, athletics and character.

Located 15 minutes west of Calgary, Edge's 170,000 sq. campus and sports facility is home to approximately 420 Grade 4-12 student-athletes enrolled in basketball, hockey, dance, golf, soccer, multi-sport and our flex academy. Edge's rigorous academic program is complemented by a focus on character development and athletics, designed to develop 'three-sphered individuals'. Graduates gain entry to top universities in Canada, the U.S. and abroad, and are part of a network of outstanding alumni, making a difference in their communities around the world.

To learn more about our school, please visit our website at: edgeschool.com

Job description – Educational Assistant

Educational Assistants (EAs) assist teachers with many instructional and non-instructional tasks in the classroom and with other school activities. EAs work as members of the student support team, providing instructional support. Under the direction of the teacher, and the Principal, an EA assists the student (or small group of students) in acquiring the skills necessary for advancement in the educational setting. To reach this objective, the EA follows an individually prescribed learning program, through team planning and working one-on-one with students. This involves routine recording, basic charting and logging of observations.

Education and Experience

- High School Diploma
- Educational Assistant Certificate (or similar) would be an asset
- Experience as an Educational Assistant in a school setting would be an asset
- First Aid certificate would be an asset
- Related experience working with children

Demonstrated Skills and Competencies

- Strong desire and aptitude in working with students from Grades 4-12
- Strong speaking and listening communication skills
- Strong interpersonal skills combined with tact and diplomacy
- Strong organizational, management and pacing skills to support student scheduling
- Reliability and dependability
- Ability to work effectively as an active team member in cooperation with other team members and students
- Comfort and competency working with personal computers and other technologies to support student learning
- Ability to respect and value all individuals with sensitivity to diversity





- Ability to demonstrate flexibility in work assignments

Compensation

Commensurate with skills and experience.

To apply

Edge School is committed to creating an inclusive workplace that values diversity. As an equal opportunity employer, all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age or veteran status.

If you would like to join an outstanding school that is focused on building well-rounded individuals and fosters a culture of collegiality and personal excellence, we want to hear from you.

- Please email a cover letter and resume directly to careers@edgeschool.com. **Please reference the position & title 'Educational Assistant' in the subject line of your email.**
- By applying for this position, you consent to the collection, use and necessary disclosure of the personal information provided during the application and selection process. All applications will be kept on file for three months.
- Only those candidates who are selected for an interview will be contacted.

