



Employment Opportunity
Sturgeon Lake School
Educational Assistants

Sturgeon Lake School is seeking Full time Education Assistants for the 2025-2026 School year

Key Responsibilities

The Educational Assistant works under the direction and supervision of the Principal. Teamwork, good communication, showing initiative, the ability to work independently and patience are all important skills to be successful.

- Help students individually or in small groups with assignments and reinforce learning and retention concepts under the supervision of classroom teacher
- Monitor students during recess and lunch hour
- Assist students with integration into the classroom and school setting
- Accompany and supervise students during activities in school gym, resource centers and on field trips
- Monitor and report student progress to classroom teacher
- Assist with classroom inventory

Work conditions and physical capabilities

- Fast-paced environment
- Repetitive tasks
- Attention to detail
- Standing for extended periods
- Combination of sitting, standing, walking

Behaviour Management Support

- assist in promoting the student's emotional growth, well-being, and independence
- encourage the development of student and self-esteem
- facilitate positive interactions among all students
- help motivate students and encourage student participation

Qualifications

- High School Diploma or equivalent
- Educational Assistant Certificate is preferred and will consider Child Development Assistant (formerly Level 1) Certificate
- Standard First Aid
- Technology literate, or able to use computer programs: email, Google classroom, PowerSchool, as daily and monthly logbook reporting is an expectation.
- Experience working with children in a classroom/organized setting is preferred
- You have the ability and willingness to perform required physical tasks, as well as assist with personal care.
- You have the ability to work as part of a team

Your application should include

- Cover letter, detailed resume, three references with current contact information
- A current Criminal Record Check (including Vulnerable Sector Check), and cleared AB Intervention Check - both dated within the last six months

Deadline: Wednesday August 11, 2025

By 3:30 pm

Email or submit your resume with relevant documentation to:

Admin.assistant@slschool.ca