



Employment Opportunity

Sturgeon Lake School

Inclusive Education Assistants

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

Key Responsibilities

The Inclusive Education Assistant assists teachers in the delivery of educational and behavioral interventions of Inclusive Education students; also assists Inclusive Education students in general education classrooms with the goal of helping students to reach their social, emotional and educational goals. Due to the varied and individual needs of each student, Inclusive Education Assistants may provide a variety of support and assistance, and should be flexible adjusting to student needs.

- Delivers educational interventions designed by teachers, paraprofessionals and Inclusive Education team members to help students meet educational, academic, life skill, behavioral, physical, social and emotional goals.
- Assists teachers with Inclusive Education students to enable learning with minimal disruptions to other students.
- Assists students with basic dress and grooming self-care.
- Administers medications as trained, assigned, and directed.
- Assists Inclusive Education students in the classroom to complete curricular outcomes to meet their developmental achievements.
- Provides small group and tutorial instruction and supervision as directed.
- Provides preventative and follow-up behavior intervention to students exhibiting disruptive behaviors and documents these situations appropriately.
- Communicates effectively with staff, students, and/or parents regarding needs and concerns.
- Uses nonviolent crisis intervention and de-escalation techniques to assist with behavioral non-compliance and to work with students in crisis to enable their return to the classroom setting.
- Learn and implement a variety of behavior plans for students.
- Uses knowledge of student needs to make necessary modifications to daily activities

Ancillary Job Functions

- Assists in preparation of materials needed for classrooms.
- Assists in and around the school with recess/lunch/bus duty and general assistance in hallways and classrooms.
- Attends staff meetings and trainings as needed.
- Takes notes for students and provide to appropriate staff.
- Participate in professional development as directed.
- Attend and participate in parent/teacher conferences as directed.
- Performs other related duties as assigned.

Qualifications

- Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered.
- Additional requirements and/or substitutions may be requested and require the approval of HR.
- High School Diploma or equivalent
- Educational Assistant Certificate is preferred
- Some experience working with children that have diverse needs
- NVCI Certification CPR/FIRST AID; Must obtain as soon as schedule allows.
- Technology literate, or able to use computer programs: email, Google classroom, PowerSchool, as daily and monthly logbook reporting is an expectation.
- Ability to interact and communicate effectively with children that have diverse needs.
- Ability to adhere to a behavior plan and poses crisis intervention skills.
- Ability to work as a team member providing services to children with diverse needs.
- Excellent communication skill

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:

