



Sturgeon Lake School

Postal Bag 5

Valleyview, AB T0H 3N0

Phone: (780) 524-4590 Fax: (780) 524-3696



Employment Opportunity

Educational Assistants

Sturgeon Lake School is seeking Seasonal Full time Educational Assistants

For the 2026-2027 School Year

Key Responsibilities

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

- Performs all duties and responsibilities in accordance with the Sturgeon Lake School approved policies, standards, and procedures, and as directed by the Principal.
- Maintains confidentiality on all matters relating to the School.
- Collaborates with Teachers on strategies and accommodations that support student learning.
- Help students individually or in small groups with assignments and reinforce learning and retention concepts under the supervision of classroom teacher
- Assists in preparing materials to support student learning under the guidance of the teacher.
- Assists in the supervision of students within and outside the classroom, including group field trips.
- Assist students with integration into the classroom and school setting
- 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 Certificate
- Standard First Aid
- 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: Monday, August 10, 2026

Email or submit your resume with relevant documentation to:

Vera Gougeon, Administrative Assistant
Admin.assistant@slschool.ca