

EDUCATIONAL ASSISTANT POSITION

Edmonton Islamic Academy is seeking an Educational Assistant to work in our Junior High Division. The successful candidate will provide routine and repetitive instructional and behavioral support. Under the direction of the teacher, the EA assists the student in acquiring the education and 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 the student. Specific duties will include student behavior management support, Student assistance, collaborating with the classroom teacher for communication and reporting, assist the teacher with classroom and resource preparation, and student supervision. Other potential duties may be discussed.

Qualifications, Education and Experience

- Educational Assistant Certificate or comparable education would be an asset
- Non-Violent Crisis Intervention training would be an asset
- Courses related to working with students with special needs would also be an asset
- Minimum of one-year related experience

Demonstrated Skills and Competencies

- Strong oral and listening communication skills
- Strong interpersonal skills combined with tact and diplomacy
- Strong organizational skills, time management skills 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 respond appropriately to challenging behaviors of students
- Ability to demonstrate flexibility in work assignments

Upon Initial acceptance, the following documents will be required:

- Updated Resume
- Copies of Diploma/Degree and Transcripts
- Reference Letters
- Valid First Aid Certificate
- Recent Criminal Record Check
- Recent Intervention Record Check

We offer a Competitive Annual Salary, Health Benefit and Pension Plan.

To apply, please email your resume and cover letter to: hr@islamicacademy.ca

This position is open to all qualified applicants but only those shortlisted will be contacted for an interview. Thank you for your interest in employment with Edmonton Islamic Academy.