



## Educational Assistant 2026-2027

### Qualifications & Expectations:

- Educational Assistant diploma or certification.
- Excellent organizational and interpersonal skills.
- Experience working with students in a school setting.
- Experience and skill working with a range of technology and software.
- Strong collaboration and communication skills.
- Knowledge of Learning Disabilities and ADHD, or a willingness to learn
- Works well both independently and collaboratively in a team with staff and students.
- Be a role model of professionalism and good practice as outlined in the Foothills Academy Handbook and Policy Manual.
- Be an advocate for students with learning disabilities.

### Job Description:

Educational Assistants work in the classroom to support student learning and development. Teamwork and collaboration is important, as each Educational Assistant reports directly to the teacher in the classroom, and follows direction from the teacher who has planned the lesson, group work or 1:1 instructional activity. The Educational Assistant provides support to the teacher and students, so that the needs of all students in the classroom can be met. They are also required, at times, to take the initiative to support all aspects of student life; academically, socially and emotionally. Supporting students' executive functioning challenges is an important role of the Educational Assistant, including supporting students' organization, activation and initiation of tasks, as well as general help with assistive technology needs. Educational Assistants follow up on student attendance, and input student data under the direction of the teacher. Educational Assistants also consistently model professional and supportive behaviour to help students find understanding, build confidence and maximize potential.

### General Duties:

- Work one-on-one with students, or in small groups, as directed by the assigned teacher.

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- Identify and support students who are struggling with executive functioning challenges.
- Understand student learning profiles and apply appropriate strategies and interventions where necessary.
- Build strong relationships with all students.
- Foster a safe and caring environment for all students to feel accepted, connected and engaged, so they have a sense of belonging, take risks and grow.
- Input attendance data and call home when students have unexcused absences.
- Connect with all students daily to build and maintain positive, supportive relationships.
- Ensure regular, open and clear communication with the assigned teacher.
- Maintain effective professional working relationships with all members of the student's learning team.
- Input report or IPP data and collate where necessary (this is not a responsibility for writing reports or IPPs).
- Attend team and staff meetings; and parent meetings when requested by the assigned teacher.
- Perform other duties as required.

**Process:**

Applications will be reviewed and those short listed will be contacted for an interview.

**Contact Information:**

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