

Overview: Since 1979, Foothills Academy Society has been a leader in working with children and youth with Learning Disabilities and associated disorders. We are a Designated Special Education Private School for grades 3-12. Our year round Community Services department reaches over 1,000 individuals annually. We are a charitable organization with a strong culture of philanthropy.

The Position:

Foothills Academy is seeking a dedicated and compassionate Full Time Elementary Educational Assistant to support the academic and social development of students with learning disabilities in small class environment.

Responsibilities:

Under the direction of a teacher,

- Provide support to students in the classroom working in small groups and/or one-on-one
- Support students using assistive technology
- Participate, as required, as a member of the students' learning team
- Provide administrative assistance to classroom teacher
- Maintain confidentiality and a patient, supportive and enthusiastic commitment to students
- Other duties as assigned

Qualifications:

- High School Diploma (Minimum requirement)
- Educational Assistant Certificate (an asset)
- Passion for working with groups of children

Demonstrated Skills and Competencies:

- Strong communication and organizational skills
- Personal integrity and trustworthiness
- Willingness to regularly enhance skills and knowledge for professional development
- Effective collaboration with other school personnel, parents/guardians, therapists, and students
- Ability to establish trust and rapport with students
- Comfort and competency working with computers and other technologies to support student learning
- Ability to respect and value all individuals with sensitivity to diversity
- Ability to actively supervise students

Application Form and other Documents:

- Cover letter
- Resume
- Please list contact information for 3 references
- Police check – working with vulnerable populations (prior to employment)

Foothills Academy School * Estelle Siebens Community Services

Contact Information:

Sherry Anne Santillan, Payroll & Human Resources Officer
Foothills Academy, 745 – 37St. N.W. Calgary, AB. T2N 4T1
employment@foothillsacademy.org