

SAINT DEMETRIOS GREEK ORTHODOX COMMUNITY

HELLENIC SOCIETY OF CALGARY



Education Assistant

Under the direction of a teacher, and as a member of the student's learning team, this position provides assistance in the education and support of students with a variety of needs in the Greek School.

About the Greek Community School of Calgary

The Greek Community School is located at 1 Tamarac Crescent SW in Calgary, AB. The school was founded over 25 years ago and its aim is to provide Greek language instruction to students from kindergarten to Greek 35. The goal of the school is to enhance Greek language proficiency and cultural awareness to its students.

Duties and Responsibilities

Under The Direction of the Teacher and Principal, the Ed Assistant:

- Provides educational instruction for students.
- Supports students in accessing technology.
- Participates, as required, as a member of the student's learning team in periodic meetings with the students, parents/guardians to review goals and develop revisions.
- Maintains an effective professional working relationship within the student's learning team by providing suggestions to the Teacher based on experience and knowledge of the students, with respect to ways to help the students reach their goals, including recognition of the support a student needs to reach their unique goals.
- Communicates with parents and the student's learning team members, to provide information of interest and receive information that may impact the child's progress.
- Facilitates and encourages the development of the student's self-esteem and independence through established programs and techniques deemed appropriate for the individual student.
- Encourages students to develop and maintain positive interaction.
- As required, provides personal care including toileting, dressing, grooming, etc. ensuring that student dignity is maintained
- Ensures the safety of students in the school and community, which includes maintaining close supervision of students, ensuring student equipment is sanitized and put away, retrieving students who attempt to leave their learning environment; calming and/or restraining students engaged in challenging behaviours; supervising and assisting students who utilize a variety of life skills tools
- Maintains confidentiality, and a patient, supportive and enthusiastic commitment to students.
- Maintains collegial relationships with the student's learning team.
- Works with students in a variety of settings in the school and community, including assisting in the supervision of students at breaks or on field trips as required.
- Assists with and sanitizing educational tools and clean up in the classroom resulting from spills and other accidents.
- Performs other related duties as required.

Qualifications

- Fluency in Greek and English
- Completion of at least 1 full year of post secondary in a related field
- A combination of relevant work experience and related education may also be considered
- Current Standard First Aid and CPR certificates (Child CPR Certificate is a strong asset
- Reliability and dependability

- Personal integrity and trustworthiness
- Ability to work effectively as an active team member in cooperation with other school personnel, parents/guardians, therapists, instructional resource
- Ability to establish trust and rapport with students
- Comfort and competency working with personal computers and other technologies to support student learning
- Commitment to life long learning and willingness to regularly enhance skills and knowledge for professional development
- Ability to respect and value all individuals with sensitivity to diversity
- Ability to manage situations of conflict, frustration and unpleasantness effectively
- Ability to respond appropriately to challenging behaviours of students
- Ability to effectively utilize crisis intervention strategies
- Good organizational skills, time management skills and pacing skills to support student scheduling
- Strong oral and listening communication skills

How to Apply:

Please submit cover letter highlighting your skills and qualifications directly to the school principal at principal@calgaryhellenic.com by Monday, January 14, 2019.

Rate of pay: \$15/hour