Exciting Opportunity for an Extraordinary Education Assistant

Education Assistant, Junior School (Intermediate/Middle School Program)

Full-time, Fixed-term Contract

2022 - 2023

At Crofton House School, we inspire girls to discover and pursue their personal excellence from the first day of Junior Kindergarten to Grade 12 and beyond.

Bound by a belief in the power of all-girls education, Crofton House School fosters a strong sense of community among educators, staff, students and families. Here, everyone can contribute to the strength of our learning community - including you.

Crofton House School is seeking an experienced education assistant to work with teachers in the Intermediate program. You will be part of a collaborative teaching team supporting the positive growth and development of young girls in the Junior School. Fulfil your vision as an education assistant by joining this dynamic school community with motivated students, inspirational colleagues and supportive parents along with abundant resources and enriching professional development opportunities. Teaching and learning are guided and enhanced by the principles of a student-centred, collaborative approach with an inquiry-based focus to deepen learning for young students.

Responsibilities:

- Work in collaboration with teachers to organize enriching programs with a focus on Intermediate and Middle School classrooms (Grade 4 - 7)
- Support individual and small groups of learners who require additional attention to navigate the school day (eg. in areas including social, emotional, executive functioning and academic support)
- Assist individual students as outlined in an Individual Education Plan (IEP) or School Based Support Plan (SBSP) following guidance from classroom teacher and learning resource teacher
- Work in collaboration with teachers to organise support and strategies in response to individual student needs
- Provide clear and detailed documentation of student progress and behaviour as a means to determine triggers, patterns and effective interventions
- Be part of regular meetings about student learning with the full team of educators
- Assist teachers in performing specific tasks and responsibilities
- Prepare instructional materials and classroom visual displays
- Supervise children during transitions, at lunch and at play outside
- Participate in our after-school care and co-curricular program
- Support school events such as our Public Speaking event, Sports Day and concerts

Qualifications:

- Bachelor of Education/ Education Assistant Certificate/Diploma or equivalent an asset
- 1 - 3 years previous experience working with children in a learning setting
Experience supporting a range of learning needs informed by research and best practice in an inclusive classroom setting eg. ADHD, ASD, sensory and regulation needs
- Experience documenting student behaviour eg. ABC method
- Awareness of the learning styles of young girls
- Demonstrated ability to be innovative, flexible, highly organized with attention to detail
- Demonstrated ability to work collaboratively
- Excellent written and oral communication skills
- Strong time management skills
- Energy, commitment, and readiness to participate in the co-curricular program and the diverse life of the school community

Employment and Application Details:

Classes begin in early September 2022 following teacher orientation in late August 2022.

Employees of Crofton House School receive competitive compensation, including participation in Crofton House Pension Plan (RRSP), and generous support for professional, educational and leadership development. Please note that applicants must be able to legally work in Canada and are subject to a criminal record check.

Apply online at www.croftonhouse.ca/careers. We will review applications as soon as they are received. Qualified applicants are encouraged to apply as soon as possible. Posting is ongoing until filled. Please submit a cover letter, resume with your application.

We thank all candidates in advance. We will, however, contact only those selected for an interview. No phone calls, please.

About Crofton House School

Crofton House School is a university preparatory day school for girls from junior kindergarten to grade 12. Set on a beautiful ten-acre campus in Vancouver, we offer an inclusive, supportive community of dedicated teachers, involved parents, and enthusiastic students. Collaborative, student-centred, inquiry-based education and world-class facilities create a unique learning environment where each girl can reach her full potential.

www.croftonhouse.ca/careers