



Educational Assistant

Specialized Programs and Services to Support the Development of Young Children

We are growing and hiring!

As our new school opens, we're recruiting top talent! Providence is a vibrant, registered charity with a long-established history of providing therapeutic and educational services to families across our 6 schools and childcare facilities in Calgary. Our programs are designed to support young children who may not be meeting typical developmental milestones. Providence provides the opportunity to enhance the health and development of children and their families.

We are seeking energetic and dynamic individuals with a passion for working with young children to join our schools as a **Teaching/Therapeutic Assistant (TA)** for the 2024-2025 and 2025-2026 school year. The hours of work are 8 AM – 4 PM (Monday to Friday). Learn more about us at: www.providencechildren.com

As a condition of Providence, all staff must be vaccinated against COVID-19 and provide valid police check with a vulnerable sector screening.

Why choose us?

- Paid sick and wellness days to support your work-life balance.
- Paid Christmas holiday break for 2 weeks, on top of your accrued sick days.
- A comprehensive benefits package, including health, dental, and vision coverage, health spending accounts, and retirement plans.
- A positive company culture that fosters collaboration that ensures staff feel valued and supported.
- Opportunities for professional growth with continuous training, career advancement, and allowances for learning.
- A fantastic opportunity to work alongside a dynamic, integrated team of Speech-Language Pathologists, Occupational Therapists, Physiotherapists, Psychologists and Teachers across 6 schools in Calgary, soon to be 7.
- Competitive salary range.
- Free onsite parking.

The ideal candidate:

- Adaptable- Children are busy and active – so you are too. Adaptability is important because every day will be different and the candidate will have to navigate your way through rapidly changing environments with enthusiasm, problem-solving skills and humour.
- Flexible, curious, creative, and able to multi-task in our ever-evolving world in pediatrics.
- Enjoys working with a multi-disciplinary team to deliver child-focused services.
- Able to establish and maintain co-operative working relationships with students, colleagues, parents/guardians and other stakeholders.

Responsibilities include:

- Deliver quality care in accordance with the goals and principals of Providence and the children's Individual Program Plans, under the direction of the Classroom Teacher.
- Applying your knowledge of child development to assist in the children's individual program plan.

- Assist in the planning and implementation of classroom programs.
- Following the daily lesson plans, participate in all aspects of the program.
- Provide a welcoming and supportive atmosphere for parents/guardians with an ongoing flow of communication regarding their child.
- Maintain confidentiality and a patient, supportive, and enthusiastic commitment to the children.
- Establish trust and rapport with the children.
- Provides personal care including toileting, feeding, dressing, grooming, etc., while ensuring student dignity is maintained
- Comfortable and competent working with technology to support children's learning.
- Utilize strategies that are developmentally appropriate for early learners when responding to children with challenging behaviours.
- Working as an effective team member and collaborate with other school personnel, parents/guardians, therapists and teaching staff.

Ideal Qualifications:

- Post-secondary education from an Educational Assistant Program, Disabilities Studies Program.
- Worked in a classroom environment for a minimum of 1 year.
- Valid First Aid and CPR certificates.
- Experience working with children that display challenging behaviours.
- Demonstrate strong communication skills (written, verbal and listening), teamwork and time management skills.
- Successful practicum experience with good references is an asset.

Personal suitability NOTE: This position requires lifting and carrying demands that require the ability to bend at the waist, stoop, and twist frequently, the ability to lift up to 50 lbs, the ability to carry, push and pull up to 50 lbs, and the ability to stand, walk and sit frequently.

Please submit your resume via email to the Human Resources Team at: hr@providencechildren.com

Providence is committed to fostering an equitable, diverse, and inclusive workplace. We welcome applications from all qualified candidates which includes but not limited to; visible minorities, Indigenous peoples, persons with disabilities and persons of any sexual orientation or gender identity.

Providence acknowledges that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 6, 7, and 8 and the Six Regions of the Métis Nation of Alberta. We acknowledge the many First Nations, Métis and Inuit who have lived in and cared for these lands for generations. We make this acknowledgement as an act of reconciliation and gratitude to those whose territory we reside on or are visiting.