



BLACK GOLD SCHOOL DIVISION

Black Gold School Division is dedicated to promoting diversity, equity, and inclusion in the workplace. BGSD celebrates and welcomes the diversity of all employees, stakeholders, and external personnel.

Summer School Education Assistant ~ Part-time Temporary Position (2 Positions Available)

0.50 FTE – 15 hours per week

July 7, 2025 – July 12, 2025

**West Haven Public School - Leduc, AB
École Champs Vallée School - Beaumont, AB**

Internal Applicants Only

Duties:

- Work as a team member with teachers and administration
- Inside and outside supervision
- Work with students in Grades 1-8, who have a variety of learning needs and/or behavioural needs
- Literacy and numeracy intervention and support of students
- Ability to work independently and in cooperation with classroom teachers under the supervision of a school administrator
- Other duties as assigned by school administration

Qualifications:

- Ability and willingness to perform a variety of tasks with students following the directions of the classroom teacher
- Positive Behaviour training is an asset
- Non-Violent Crisis training is an asset
- Strong organizational and interpersonal skills
- Education Assistant certificate/diploma is an asset
- Position Commences: July 7, 2025 to July 11, 2025
- Hours of work: Monday – Friday 11:00am to 2:00pm
- Salary and benefits according to C.U.P.E. Collective Agreement
- As a condition of employment, new employees are required to provide a current **Vulnerable Sector Check and Intervention Record Check** at their own expense (prior to starting employment).

Deadline for applications: April 25, 2025 - 12:00 p.m.

Please include a cover letter, resume, and a list of three referees in one PDF document.

Competition #24/25-221

Please e-mail resume to the attention of:

Ashley Jevne, Elementary/Junior High Summer School Lead

ashley.jevne@blackgold.ca

Thank you for showing an interest in this position. Only those selected for an interview will be contacted. Resumes of individuals not granted an interview will not be kept on file and will be disposed of appropriately.