



## 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 (Two Positions Available)**

0.9 FTE – 27 hours per week

July 2, 2025 – July 25, 2025

**Ohpaho Secondary School – Leduc, AB**

**Internal Applicants Only**

#### **Duties:**

- Work as a team member with teachers and administration
- Provide support to students with accommodations (reader, scribe, text to speech)
- Work with students Grade 10-12, who have a variety of learning needs and/or behavioural needs
- Supervising the test room while students are writing assessments
- Supporting teaching staff by copying assessments, recording exams and collecting exams and distributing to teachers
- 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 direction of the classroom teacher
- Experience supporting students in a high school setting is an asset
- Positive Behavior training is an asset
- Non-Violent Crisis training is an asset
- Strong organizational and interpersonal skills
  
- Position Commences: July 2, 2025 to July 25, 2025
- Hours of work: Monday – Friday (to be determined) and one evening shift is required
- 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 at 12:00 p.m.**

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

Competition #24/25-222  
Please e-mail document to the attention of:  
Dan Lake, Summer School Principal  
[dan.lake@blackgold.ca](mailto:dan.lake@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.