



Educational Assistant – Competition #S1 – 22/23 – Maple Creek Program Centre

Position Summary

The Educational Assistant is primarily responsible for providing tutorial assistance to students with diverse learning needs, who require additional support to achieve their learning objectives. The EA may also help instructors enhance the learning experience of students in the classroom.

Duties and Responsibilities

- Provide support, within the general framework of essential skills, to promote student learning and the successful completion of their program.
- Schedule individual or group tutorial assistance, in or out of the classroom, to meet student needs.
- Assist in monitoring student learning and progress.
- Assist in classroom demonstrations.
- Assist in facilitating the use of computers and related technology.
- Reporting as required.

Knowledge, Skills, Abilities, and Education

Candidates must be able to demonstrate:

- Strong knowledge of the fundamentals of reading, writing and math.
- Knowledge of adult education principles.
- Knowledge of individualized and classroom instructional techniques.
- Knowledge of and the ability to communicate effectively and cooperatively, both orally and in writing, with people from various backgrounds.

Education

- Minimum education requirements of this position include a Grade 12 diploma supplemented with one year of related post-secondary education.
- Preference will be given to candidates who have either an Educational Assistant certificate or a Bachelor of Education degree.

Experience

- One year of experience supporting students as an Educational Assistant.
- Experience working in cross-cultural learning environments is an asset.

Term Position Available

Start Date: September 6, 2022

End Date: May 23, 2023

Total contract days: 65

For additional information on any of these competitions, please contact Shannon Mitchell, ABE Coordinator at (306) 778-5486.

Send resume and cover letter prior to 4:00pm on August 1, 2022 quoting competition #S1-22/23 to:

gpcchr@greatplainscollege.ca

The successful applicant will be required to complete a criminal background check that is satisfactory to Great Plains College.