



**EMPLOYMENT
OPPORTUNITIES**
WE ARE AN EQUAL
OPPORTUNITY EMPLOYER

CUPE 2745 MEMBERS

Permanent

2025-2026 School Year

Duties of Position: As per attached job description.

Essential and Desirable Qualifications: As per attached. Candidate must be capable of carrying out assigned duties and possess the ability to work as part of a team. Written and spoken competence in English is essential.

EDUCATIONAL ASSISTANT POSTING:

Location and Hours of Work:

- **E. W. Graham Middle School # 25-411**

One (1) Vacant Position – 6.0 hours per day – 30 hours per week

Wage or Salary Rate:

\$32.45 per hour/Educational Assistant (as of March 1, 2022)

Posting Date: December 9, 2025

Closing Date: December 16, 2025, at 12:00 PM (noon)

**Apply To: All Applications must be submitted through Apply to Education
Links can be found on ASD-N Human Resources for Apply to Education under each posting**

EDUCATIONAL ASSISTANT

DEFINITION

This is work primarily assisting teachers in the performance of their duties as well as attending to the physical needs of exceptional students. Work is under the supervision of a teacher and involves assisting individuals and groups of students. Duties include providing assistance in classrooms, libraries, shops, laboratories and any other learning environment; assisting with the supervision of students; assisting with the preparation of teaching aids and the assembly of materials as directed by the teacher; tutoring students; assisting with maintaining records, and generally assisting teachers with functions designed to fulfill the instructional, social and/or behavioral goals and objectives as planned by the teacher. Duties may also include assisting students with transportation to and from school and moving around within the school; assistance with feeding, hygiene, clothing and toileting; care of catheterized students.

N.B. Other related responsibilities may be assigned from time to time as may become necessary to the operation of the school.

QUALIFICATIONS

Graduation from high school supplemented by completion of an approved training course related to the field of work, and experience or demonstrated ability in dealing with children, or any equivalent combination of training and experience. Specific training, deemed essential by the Employer to meet the special needs of the student(s), may also be required.