



**THE FATHER'S HOUSE
CHRISTIAN SCHOOL**

The Father's House Christian School
Box 3166, Morinville, Alberta, T8R 1S1
Phone: 780-939-2987
admin@tfhschool.ca
www.tfhschool.ca

POSTING: 0.5 – 0.75 FTE Educational Assistant

School: The Father's House Christian School
Position: 0.5 – 0.75 FTE Educational Assistant
Start Date: August 2023 School Year
Posting Closing Date: Open until filled

Overview: The Father's House Christian School is a dynamic, highly-successful Kindergarten to Grade 8 Private Christian School. TFHCS is seeking an excellent educational assistant to provide outstanding leadership within the K-8 school commencing August of the 2023 school year. The Father's House Christian School (TFHCS) is affiliated with "The Father's House" church in Morinville, Alberta, just outside Edmonton, Alberta. Our school has a rich history of providing high quality Christian Education for Kindergarten to grade 8 students for over thirty years, and is strongly supported by the leadership and congregation of our church.

Role: The Educational Assistant provides support services to students and teachers in a school setting within the division to meet curricular outcomes. The duties of an Educational Assistant will vary depending upon the needs of student(s).

Job Qualifications: A committee of our school/church is seeking a strong candidate with education, skills and experience of a dedicated Christian and proven track record as a Christian leader. These qualifications include;

Required Education:

- *A Grade 12 diploma from a provincially recognized institution or equivalent
- *Post-secondary courses in programs such as Early Childhood Development, Educational Assistant will be considered an asset, but are not required.

Required Experience:

- *Experience working with children and youth in a school context.
- *Non-Violent Crisis Intervention Training, Physical Assault Response Training, Quality Behaviour Safety Care Training or equivalent.
- *Proficiency in the operation of computers, word processing applications and additional software comparable to those currently used in the school division.

Required Skills and Abilities:

- *Evidence of student-centered, biblical-based philosophy
- *Ability to create and maintain positive rapport/relationship with students
- *Proven ability to utilize technology with learning outcomes
- *Strong communication, interpersonal and problem-solving skills
- *Ability and commitment to serve as a team member in a collaborative learning environment



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- *A commitment to continuous professional development in Christian education/curriculum.
- *Ability to maintain strict confidentiality
- *Strong interpersonal skills and the ability to work as a team player
- *Good written and oral communication skills
- *Strong organizational skills, recordkeeping skills and clerical procedures
- *Ability to work independently and follow instructions
- *Excellent classroom management skills.
- *Flexibility and adaptability to changing situations
- *Ability to present a positive attitude and work ethic
- *Ability to handle physically/emotionally demanding children

Job Description: Without restricting the generality of the purpose above, the Educational Assistant shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- *Assist in the supervision of the classroom during short periods under the direction of the teacher. This may include, but is not limited to times when the teacher is working with individual students or groups of students located in the same classroom or outside the classroom, students who require individual attention on the playground, lunch or rest areas, during recreational activities and outdoor trips on a one to one or group basis.
- *May assist students in various life skills activities and assist the teacher in planning and evaluating the progress in those activities, which can be inside or outside of the school setting.
- *Assist students requiring intensive supports in the development of gross and fine motor skills by physical assistance and manipulations and reinforce social and personal skills to ensure the successful inclusion of students by demonstration.
- *Under the supervision of a teacher, assist students with reading, writing, speech, assignments, tests and comprehension of curriculum based on student needs and/or Inclusion and Intervention Plans.
- *Based on the needs of individual students, provide students with assistance in occupational therapy, physical therapy, dressing, eating.
- *An Educational Assistant may administer medication in accordance with administrative procedures
- *Under the direct supervision of a teacher, assist students by serving as a facilitator of communication between the student and others including teachers, other service providers and peers within the educational environment.
- *Observe and discuss the progress of students with teachers and other supportive professional staff to support personal program planning meetings.
- *Be familiar with outcomes as set out in the Inclusion and Intervention Plans when applicable.
- *Exercise judgment in modifying student behaviour by, re-directing, and providing positive reinforcement within pre-established guidelines. Be responsible for their role as outlined in the safety and behaviour plan for students requiring Intensive Supports.
- *Possess and implement the language skills necessary to deal effectively with aggressive and disruptive



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students.

- *Prepare instructional materials for classroom or student use.
- *Keep anecdotal records of student's daily activities when requested.
- *Be knowledgeable and supportive of applicable Administrative procedures.
- *Be willing to engage in life-long learning with respect to training and professional development.
- *Conduct oneself in a manner appropriate to a professional learning environment.
- *Deal tactfully with staff, students, parents and the public.
- *Attend meetings as requested.

Perform such other duties and tasks as may be required due to the specialized nature of a student's particular education program by the administrator, classroom teacher(s).

*Perform such other duties and tasks as may be required by the Speech and Language Pathologist when assigned speech and language responsibilities

Application Procedure:

1. Resumes (including references) and other relevant documentation will be accepted by email to: pamlela@tfhschool.ca
2. Successful applicant will be required to provide a criminal record check, at least one professional references **and** one faith reference.
3. All TFHCS employees are expected to be computer literate. This includes fluency with email, internet, MS Office, Apple, Google suite, and current reporting templates/data information systems.
4. All candidates will be asked to undergo an in person 'working' interview.

NOTE: Only those applicants considered for an interview will be contacted.

The position for this posting will remain open until filled.

For further inquiries, contact our school office:

The Father's House Christian School

Phone: 780-939-2987

Email: Pamela Szymrko (Principal) at: pamela@tfhschool.ca