

# SWAN VALLEY SCHOOL DIVISION

invites applications for a  
**Educational Assistant**

<b>Posting #</b>	HEY2026-08RP	<b>FTE/Hours:</b>	3.5 hours/day (Mornings)
<b>Posting Date:</b>	May 13, 2026	<b>Location:</b>	Heyes School
<b>Posting Close Date:</b>	May 20, 2026	<b>Start Date:</b>	September 8, 2026
<b>Permanent/Term:</b>	Permanent	<b>End Date:</b>	N/A
<b>Job Description:</b>	AP815B	<b>Salary:</b>	\$19.41/hour + 4% VP

## CONDITIONS OF EMPLOYMENT

- Must be legally entitled to work in Canada. A valid work permit must be included with the application package.
- Completed Criminal Record Check, including the Vulnerable Sector and Child Abuse Registry Check

## QUALIFICATIONS

### REQUIRED:

- The ability to clearly demonstrate understanding of English phonological awareness and phonemics to students.
- A willingness to become part of a cooperative working team, and to respect the confidentiality that is necessary regarding student situations and school programming.
- Experience supporting literacy when working with students who require behaviour intervention plans and individual educational plans would be an asset.
- A desire to work with children and to assist in supporting literacy programming across multiple classrooms, age groups and abilities.
- Follow Non-Violent Crisis Intervention strategies and prevention techniques.
- Support de-escalation strategies and prevention techniques.
- Assist students with identified needs that require support with physical activities such as walking, outdoor activities, sensory gym and swimming.
- Encourage student independence, model appropriate social skills, promote peer acceptance, and reinforce positive behaviour.

### PREFERRED:

- A Grade 12 diploma.
- Prior experience working with children.



Application must quote the posting number and be received no later than 9:00 a.m. on the deadline date shown above. The application package must include a cover letter and a comprehensive resume, including three references, work permit (if applicable), addressed to: Rob Tomlinson, Superintendent. Submit the application package in PDF format to [hr@svsd.ca](mailto:hr@svsd.ca).

*The Swan Valley School Division thanks all applicants for their interest. Only those selected for an interview will be contacted. Interview accessibility accommodations are available upon request.*

*Swan Valley School Division recognizes the importance of building an exemplary public service reflective of the citizens it serves, where diverse abilities, backgrounds, cultures, identities, languages and perspectives drives a high standard of service and innovation. Swan Valley School Division supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities).*