

SWAN VALLEY SCHOOL DIVISION

invites applications for a

Educational Assistant

Posting #	HEY2026-10RPO	FTE/Hours:	6.5 hours/day
Posting Date:	September 25, 2026	Location:	Heyes School
Posting Close Date:	Open Until Filled	Start Date:	As mutually agreed.
Permanent/Term:	Permanent	End Date:	-
Job Description:	AP815B	Salary:	\$19.90/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.
- Must be 18 years of age.
- Completed Criminal Record Check, including the Vulnerable Sector and Child Abuse Registry Check. The CRC and CARC must be dated within 6 months of the application date.

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 that includes three references, preferred with receipt of Criminal Record Check and work permit, if applicable. Address your application to Rob Tomlinson, Superintendent. Submit the application package in PDF format to hr@svsd.ca.

Please note that incomplete applications will not be reviewed or considered. Ensure all required documents are submitted before the competition deadline.

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).