

FINDING

Informing
Attracting
Developing
Retaining

Work in ...

TEACHER'S ASSISTANT

QUICK FACTS

- To provide support to the teacher in the classroom.
- To work mainly with students.
- The needs of student take priority over clerical tasks.

NATURE OF WORK

- Teaching and helping students.
- Assisting individual students during group activities.
- Working with students who require help.
- Working with small groups.
- Assisting with keeping students on task.
- Helping students with behaviour issues.



- Keeping notes on how students do in the classroom.
- Helping to put together teaching materials.
- Photocopying, cutting, colouring, laminating, etc.
- Making sure younger students wash hands and assisting with bathroom activities, if required.
- Dealing with emergency situations.
- Providing feedback to teachers on how students are doing.
- Keeping information about students and teachers private.

- Supporting the teacher with how they run their classroom.
- Supporting the teaching style of the teacher.
- Supervising students.
- Other various school duties as assigned by the school principal.
- Carrying out suggestions made by support experts.
- Other duties given by the classroom teacher or program coordinator.
- Ability to work well with students, parents, teachers, staff and community agencies.
- The wage range for a teacher's assistant in southeastern Alberta is \$10.00 to \$19.43 per hour depending on experience.
- For additional information, visit www.alis.gov.ab.ca (NOC#6472).

WHAT EMPLOYERS LOOK FOR

- High school diploma.
- Training and experience working with children an asset.
- Participation in workshops/in-service training.
- Ability to work well with students and staff.
- Teacher Assistant Certificate.
- Other similar certifications an asset.
- Clean Criminal Record Check and Child Welfare Check.
- Ability to work with children in a positive manner.
- Patience, fairness, consistency, tolerance, empathy and understanding.
- A positive role model.
- Good work habits, punctuality, attendance, and initiative.
- Physically able to complete required job related tasks.
- Ability to help a student to learn in a variety of situations.



RELATED TRAINING OPPORTUNITIES

- Education Assistant Certificate Program, Medicine Hat College (www.mhc.ab.ca)
- Visit the **Corporate Education Network** for additional training opportunities specifically in Southeast Alberta (www.cenetwork.ca)

HOW TO APPLY

- Hiring procedures vary depending on the employer. Generally, job seekers are to submit a resume or complete a company application form.
- Apply in person, by email, mail or by fax directly to the company office.
- In some cases, a company application form may be available on-line at the company website.
- A formal interview will follow.
- Check www.jobbank.gc.ca for current job listings in Southeast Alberta.

POTENTIAL EMPLOYERS

- Able Program, Bassano (www.advancededucation.gov.ab.ca/other/literacy)
- CAPE School
- Cherry Coulee Christian Academy, Bow Island
- Cornerstone Christian School
- Ecole Francophone De Brooks, Brooks (www.conseildusud.ab.ca/brooks/cssa_cypres.html)
- Grasslands Regional Division #6 (www.grasslands.ab.ca)
- Higher Ground Christian School
- Holy Family Academy, Brooks (www.redeemer.ab.ca)
- Medicine Hat Catholic Board of Education (www.mhcbe.ab.ca)
- Medicine Hat Christian School
- Medicine Hat School District #76 (www.sd76.ab.ca)
- Newell Christian School Society, Brooks
- Prairie Rose School Division #8 (www.prrd.net)
- Southview Kiddie Kampus (www.svkk.com)
- St. Joseph's Collegiate, Brooks (www.redeemer.ab.ca)