



## **Position Posting**

**Position Title:** Educational Assistant

Are you looking for a new and exciting opportunity? Enjoy working with students of all ages and backgrounds? This may be the opportunity for you!

We are currently looking for a motivated, self-directed individual with excellent interpersonal skills, collaborator and team player to join our Academic Team. Brookes uses the International Baccalaureate as its platform for learning. At Brookes, we embrace and celebrate a diverse student body with learners that come from around the world. Our primary focus is the care of our students whose education and upbringing we hold with the most utmost regard and sense of responsibility.

### **Compensation and Benefits Package:**

- September 2,2025-June 19 ,2026 (orientation Aug 25<sup>th</sup> and Aug26<sup>th</sup>)
- 32-40 hours per week Monday to Friday 8:30am-3:30pm, eligibility for more hours dependent on the need of the school. (Please note that school breaks are unpaid (winter, spring and summer)
- Opportunity to run or participate in After School Activities (ASA)
- \$28.00 per hour plus 4% vacation entitlement
- 5 days sick time after 90 days of employment
- Lunch meal provided on campus as a taxable meal benefit plan
- Eligibility to enrol in the Extended Health and Dental benefit after successful completion of a 3-month probationary period
- On the job training and cross training into other areas of the school
- 20 minutes from downtown Victoria
- Campus is on main Bus Route

### **The Duties and Responsibilities in this role may include, but are not limited to:**

- Student assistance including assisting teacher by tutoring individual students or small groups, facilitate communication and if required prepare and modify specialized teaching materials.
- Assist with development of strategies to achieve academic, behavioral and social goals and monitor and record student progress.
- Assist teachers to help the student develop self-advocacy to foster independence.
- Encourage, secure cooperation and influence the students to achieve social, academic and behavioral goals.
- Behaviour support; conflict resolution, anger management, non-violent behavioural intervention, behaviour/safety/crisis/emergency plans.
- Recess, Morning, Noon hour and/or after school activities supervision.
- Class coverage when teachers are away from school
- Other duties to support the school when needed (ie home room coverage, front desk)

### **Knowledge, Skills and Abilities:**

- Knowledge and sensitivity in the understanding of the specific learning needs of students.
- Knowledge and sensitivity in the understanding of English Language Learners
- Ability to develop rapport with students and work in a team setting
- Ability to learn and successfully use new technology



- Strong interpersonal skills, demonstrates initiative, flexibility, and good communication skills with all levels of personnel
- Proactive, patient, and trustworthy
- Flexible and adaptable to ever-changing deadlines and priorities
- Able to work with minimal supervision
- Communicates clearly, effectively and respectfully
- Maintains confidentiality

**Education and Experience:**

- Certified Education Assistant program certificate OR post-secondary courses in child or adolescent development, psychology or behaviour management and/or experience working with adolescents an asset
- Experience working in a school setting preferably middle school
- Required to complete and pass a Ministry Criminal Record Check as condition of employment
- Experience or training in dealing with learning needs and conflict resolution
- Strong written and oral English communication skills
- Standard First Aid and CPR C an asset
- Class 4 Driver's licence asset

**How to Apply**

Please indicate your interest with the submission of a cover letter and resume to [careers@westshore.brookes.org](mailto:careers@westshore.brookes.org) We thank all applicants for their interest in this position, however only those applicants that are shortlisted will be contacted.