



## Position: **Instructional Assistant (IA)**

Calgary Quest School (CQS) is accredited by Alberta Education as a Designated Special Education Private School. At CQS, we serve students ages 6-19 years with severe disabilities, in a caring, inclusive, safe, respectful, and sustainable educational environment. Our team of teachers, therapists, and instructional assistants, work together to deliver the best outcomes for our students in their social, emotional, and educational journey.

### ***Overview of the Position:***

Instructional Assistants, under the direction of a teacher, work directly with students to support their learning needs. Together with teachers, Instructional Assistants enrich the educational program by helping students gain the knowledge and skills they need to function in the classroom, the school, and the larger community.

### ***Duties and Responsibilities:***

#### **UNDER THE DIRECTION OF THE TEACHER**

- Assists and supports student learning in small and large groups.
- Monitors and records information in relation to each student IPP (Individualized Program Plan) goals.
- Assists in the preparation of learning materials and displays.
- Participates, as required, in meetings with the parents and professionals regarding student learning.
- Maintains an effective professional working relationship with the student's learning team.
- Supports students in accessing technology and utilizing AAC (Alternative and Augmentative Communication) devices.
- Provides personal care with dignity, including toileting, diapering, feeding, hygiene, etc.
- Ensures the safety of students in the school and community, which includes maintaining close supervision of students, and deescalating student behaviors using an NVCI approach.
- Ensures the confidentiality of all student information and the school.
- Maintains a patient, supportive, and enthusiastic commitment to students.
- Assists with sanitization and cleaning in the classroom, as required.

#### **QUALIFICATIONS**

- ***Education and Experience***

- Completion of a recognized post-secondary certificate or recognized vocational certificate in childcare or child development, with successful practicum experience working with students with disabilities.
  - The completion of at least one full year (ten courses) of course work towards an undergraduate degree in education is also acceptable.
  - Other equivalent combinations of related education and related experience may also be considered.
  - Current Standard First Aid and CPR certificates (Child CPR Certificate is a strong asset).
  - Non-Violent Crisis Intervention (NVC) Certificate or willingness to complete.
- ***Demonstrated Skills and Competencies***
    - Reliability, dependability, and trustworthiness.
    - Energetic, enthusiastic, and patient with students.
    - Success in establishing effective working relationships within a team environment.
    - Ability to establish a positive rapport with students.
    - Competency working with technology for student learning.
    - Commitment to lifelong learning and professional development.
    - Ability to respect and value all individuals with sensitivity to diversity.
    - Ability to respond calmly and appropriately to challenging student behaviour.
    - Strong communication skills
    - Strong interpersonal skills combined with conflict resolution skills.
    - Ability to demonstrate flexibility in work assignments.
    - Ability to multi-task and work effectively in situations with frequent distractions and interruptions.

## **CONDITIONS OF EMPLOYMENT**

This position requires lifting and carrying demands that require the ability to bend at the waist, stoop, and twist frequently, the ability to lift between 10 to 50 pounds, the ability to carry, push and pull between 10 to 50 pounds, and the ability to stand, walk and sit frequently. The incumbent may be subject to challenging behaviours of students.

## **APPLICATION PROCESS**

Calgary Quest is looking to recruit an Instructional Assistant who is passionate about the work we do! In your application package please include the following information:

- Cover Letter that demonstrates your passion for our society, mission, vision, and values.
- Please submit your resume and cover letter to [careers@calgaryquestschool.com](mailto:careers@calgaryquestschool.com)
- The application process will remain open until the right candidate is found.

