

Westmount Charter School
Teaching and Learning Assistant – Job Posting
Part-time, 0.50 FTE temporary position
Closing Deadline – Monday, February 27, 2017 at 4:00 p.m. MST

Competition #20170116-02

Westmount Charter School is presently recruiting for a part-time, 0.50 FTE Teaching and Learning Assistant at the elementary campus. This is a temporary position commencing March 1, 2017 and terminating on June 30, 2017. Regular work hours for this assignment are from 8:30 to 3:30 daily and a finalized part-time work schedule will be discussed during the interview process. This position requires working school operational days. Please refer to the school's website at www.westmountcharter.com for detailed information on the duties and qualifications for this position.

All applicants must have, at minimum, a High School Diploma, three (3) or more years of related experience, a valid police information check, First Aid certification and experience in the use of Microsoft Office applications. Satisfactory completion of a related education assistant program, previous experience working with students with Asperger's and training in non-violent crisis intervention would be a definite asset.

Suitably qualified candidates are asked to forward their resume, along with the names of two references to:

Westmount Charter School
728 – 32 Street NW
Calgary, Alberta
T2N 2V9
Attention: Maria Bernardin
Human Resources Manager
Email: humanresources@westmountcharter.com

No telephone inquiries. We thank all applicants for their interest in Westmount Charter School however only those selected for an interview will be contacted.

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