

Westmount Charter School

**Teaching & Learning Assistant (with a focus on working with our EAL learners) – Mid-High Campus  
Part-time, 0.50 FTE, temporary position (2024-2025 school year)  
Closing Deadline – Wednesday, August 14, 2024, at 4:00 p.m. MDT**

**Competition #20240705-01**

**INTERNAL/EXTERNAL POSTING**

Westmount Charter School is presently recruiting for a part-time, 0.50 FTE teaching & learning assistant with a focus on working with our EAL learners at the mid-high campus. This temporary contract will be effective for the 2024-2025 school year for the period of August 28, 2024, to June 30, 2025, or sooner should the employee you are covering provide four weeks' written notice to return to work. Regular work hours for this assignment are from 8:30 am - 11:45 am or 12:15 pm - 3:30 pm daily. This position requires working school operational days. Please refer to the careers section of the school's website at [www.westmountcharter.com](http://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, 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. Knowledge and/or experience working with gifted students and twice-exceptional learners is an asset. Employment is conditional upon receipt of a current valid and clear police information check, along with a vulnerable sector check. A valid police check is a condition of employment.

This is a part-time, 0.50 FTE position to commence on August 28, 2024. This is a temporary position, which will terminate on June 30, 2025, or sooner should the employee you are covering provide four weeks' written notice to return to work.

Suitably qualified candidates are asked to provide an application letter and a copy of their resume including the names of two references. Please forward all documents in confidence to the human resources office (information noted below) by the closing date and time noted. Please be sure to reference the competition number in your application.

Westmount Charter School  
728 – 32 Street NW  
Calgary, Alberta  
T2N 2V9

Attention: Maria Bernardin  
Human Resources Director

Email: [humanresources@westmountcharter.com](mailto: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.*

**Closing deadline is Wednesday, August 14, 2024, at 4:00 p.m. MDT**

Westmount Charter School provides a welcoming, caring, and safe learning and working environment that respects diversity, strives for equity among our students and staff, and creates an atmosphere of inclusion, generating and fostering a sense of belonging among our community members. All individuals within the school authority have the right to learn and work in settings that promote equity of opportunity, dignity, and respect regardless of race, age, ancestry, place of origin, colour, religious beliefs, gender, gender identity, gender expression, physical or mental disability, marital status, family status, socioeconomic status, and sexual orientation.