



Glenmore Christian Academy

16520 24th St SW, Calgary AB, T2Y 4W2
403-254-9050 | www.gcaschool.com



Glenmore Christian Academy (GCA) is a private Alberta accredited Christian school located in the Southwest of Calgary, Alberta, specializing in the education of children in Grades JK-9. GCA is a member of AISCA (Association of Independent Schools and Colleges in Alberta) as well as ACSI (Association of Christian Schools International). GCA's mission is to Teach Truth, Inspire Excellence, Experience Christ and Serve Through Love. GCA has a head of school, two principals and a staff of over 120 serving approximately 1000 students.

GCA has an opportunity for a part time (mornings) **Elementary Educational Assistant**. This position is under the direction and mentorship of the Learning Support Teacher as well as the Elementary Principal. The start date will begin on a mutually agreed upon date.

Characteristics

Successful applicants will possess the following characteristics:

- Prepared to work collaboratively with teachers and support staff as a member of the professional learning community
- Ability to design effective strategies to meet the children's diverse learning needs
- Ability to handle confidential information
- Ability to make sound judgment and decisions
- Ability to work effectively independently or in teams giving and taking direction

Qualifications

- Is able to clearly express his or her faith and relationship with Jesus Christ as Lord and Saviour
- Agrees wholeheartedly with and abides by the GCA Statement of Faith – without reservation
- Successful completion of a Police Information Check; including Vulnerable Sector Search to be completed no later than 6 weeks after employment

Preferred Education:

- Educational Assistant Certificate
- Early Childhood Certificate
- Bachelor of Education

Experience and Skills

- Excellent English written and oral communication skills with colleagues and students
- Fluent in English
- Exceptional interpersonal and organizational skills
- Ability to make sound judgment and decisions
- Familiar with video conference technologies such as Zoom
- Self-starter who is able to set priorities and meet deadlines



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Working Conditions

- School Environment – children of varying ages, potentially noisy environments
- General classroom environment
- Higher levels of stress may result depending on assigned student needs and student behaviour and reactions from day to day

Compensation

Glenmore Christian Academy offers a competitive compensation package.

We ask all applicants to apply through the online portal (careers@gcaschool.com). The position will remain open until a suitable candidate is found. The following attachments should be included:

- Cover Letter
- Resume summarizing training and experience
- Minimum of three professional references that can be contacted
- A statement of faith
- Pastoral reference (recent within three months)
- A criminal record check will be required of the successful applicant

Applicants must have the right to work in Canada. Local candidates will be given preference.

No agencies or telephone inquiries please. We thank all applicants for their interest in our organization, but only those candidates selected for interviews will be contacted.