



Southpointe
ACADEMY

Job Posting Notice

1 Permanent Full Time Faculty Vacancy

Teacher Assistant (Instructional)

Southpointe Academy, an independent, K to 12, university-preparatory school in Tsawwassen, B.C. invites applications from individuals who wish to join our dynamic community. Located in a contemporary urban learning environment, the School building meets rigorous architectural standards and possesses views from all common areas of the Fraser Delta, Gulf of Georgia and the North Shore Mountains. Southpointe Academy is home to 545 students and over 80 teachers and support staff.

The School is an authorized International Baccalaureate Primary Years Programme (IB PYP) school and is an IB Middle Years Programme (MYP) candidate school. Southpointe also offers The College Board's Advanced Placement (AP) Program to students in Grades 10 to 12. Our graduates attend the top post-secondary schools in Canada, the U.S. and the U.K.

Reporting to the Junior School Principal, the **Teacher Assistant (Instructional)** position will commence **August 22, 2019** for the **2019-2020 School Year**.

Position Overview:

Southpointe is seeking a Teacher Assistant (Instructional) to assist the teacher in the planning, development, modification, preparation, and implementation of the curriculum.

Duties and Responsibilities:

- Assists the teacher in the planning, development, modification, preparation, and implementation of curriculum, classroom materials and schedules to meet the needs of designated student(s)
- Assists the teacher in the planning and implementation of individualized and/or group behaviour programs in specialized or integrated settings, such as regular or resource classrooms
- Reinforces concepts introduced by the teacher and implements instructional programs designed by the teacher
- Maintains regular communications with the supervising teacher and other team members including, parents and other relevant professionals
- Observes and records student progress, maintains detailed written records as required.
- Supervises student(s) both on and off the school campus as required
- Operates standard school and office equipment including personal computer applications, instructional aid communications, and special individualized equipment
- May carry out emergency procedures

- Remains current with changing technology, practices, and equipment
- Performs other related duties as assigned

Essential Qualifications:

- Successful completion of a secondary school graduation program or equivalent
- Ability to work independently and cooperatively while following the direction and guidance of the classroom/resource teacher
- Ability to operate a variety of office and school equipment, including equipment specific to the needs of the student(s)
- Strong interpersonal, communication, and organizational skills
- Ability to use judgment when providing information
- Physically capable of performing the duties of the position
- Knowledge of safe work practices

Hours of Work: 7:45am to 3:45pm on days in which students are in school

Salary: As per Collective Agreement \$26.06 per hour

Application instructions:

Please submit your application with the following supporting documents to careers@southpointe.ca:

- Cover Letter
- Resume
- Two letters of reference from past supervisors

We thank all applicants for their interest in working at Southpointe Academy. However, please note that only shortlisted candidates will be contacted.