



## **Saskatchewan Distance Learning Centre**

**Main office:**

**408-5<sup>th</sup> Avenue**

**Kenaston, SK S0G 2N0**

**306-252-1000**

Saskatchewan Distance Learning Centre (Sask DLC) is dedicated to providing high-quality Kindergarten to Grade 12 online learning opportunities for students throughout Saskatchewan. We are dedicated to continuous improvement and growth, leadership at all levels, academic excellence, and a strong, cohesive culture. This is accomplished through providing learning opportunities that are responsive to students, families and communities while meeting the needs of our growing and diverse province.

### **Online Educational Assistant**

Saskatchewan Distance Learning Centre requires a permanent online Educational Assistant located at our Melfort Satellite Campus. This position is a continuing contract positions six hours per day during each student contact day in the 2024-25 Sask DLC school calendar. The position will commence on a date to be determined by the availability of the successful candidate.

Sask DLC is a newly formed Treasury Board Crown Corporation in Saskatchewan, created to deliver high-quality and equitable online learning programs to students across the province. Sask DLC's head office is located in Kenaston, with an administrative office in Regina, and nine regional campuses located in Swift Current, Moose Jaw, Estevan, Yorkton, Saskatoon, Nipawin, Prince Albert, Neilburg and La Ronge.

Online Educational Assistants report directly to their assigned classroom teacher and subsequent staff at each campus site within their learning/working space.

At Sask DLC, we are committed to providing students with a quality online educational experience; an integral part of that being meaningful student and parent interactions. As an online educational assistant, you will work with students in an online environment and will in most cases, be the primary point of contact for our learners. We are looking to recruit individuals who seek to understand the challenges of online learning and strive to create real connections with our learners.

#### **Online Educational Assistant Role Description**

**The successful candidate is required to attend to the needs of students as assigned. The successful candidate will have the ability to:**

- work independently in an online delivery model;
- demonstrate excellent interpersonal skills including an ability to establish rapport;
- maintain a calm demeanor and work collaboratively as a team;
- demonstrate excellent organizational and time management skills;
- keep accurate and timely documentation;
- demonstrate an ability to adapt to the changing needs of students;
- demonstrate knowledge and application of diverse learning supports; and,
- a willingness to learn new skills and strategies to effectively support the needs of students.

Candidates with previous experience working with individuals with learning or cognitive challenges and/or post-secondary education in a related field, such as an Educational Assistant Certificate, would be considered an asset.

**The successful candidate will:**

- work as a collaborative member of a team that may include Classroom teachers, Student Support Teachers, School Based Administrator with Student Support duties, Principal and/or other professional staff.
- aid in the delivery and implementation of educational programs and services that facilitate the integration, growth, learning, safety and comfort of students with intensive needs.
- work virtually, one-on-one, and in small groups, with special needs students, youth with learning disabilities, those with special programming needs, and those with health and behavior-related issues.

**What We Offer:**

- Salary and benefits for this position will be in accordance with the current Collective Agreement of CUPE Local 4802. Sask DLC is presently negotiating a new Collective Agreement for CUPE Local 5544.
- A generous benefits package includes pension (Public Employees Pension Plan) and health and dental benefits (administered by Planner).)

**To Apply:** Interested applicants are invited to complete an online application with the opportunity to include a resume and cover letter. Applicants are directed to register/log in with Sask DLC in the following: <https://saskdlc.simplification.com/WLSBLogin.aspx>

Any questions regarding staffing can be directed to: [humanresources@saskDLC.ca](mailto:humanresources@saskDLC.ca)

**Applications will remain open until November 21, 2024.**

\*We thank all those who apply for this position; however, only those selected for an interview will be contacted.

\*The successful candidates will be required to submit a satisfactory criminal record check (vulnerable sector) as a condition of employment.