

St. Charles Catholic School invites applications for the following position:

## **Educational Assistant**

September 8, 2026 – June 30, 2027

Full-time, permanent (school-year based) position

includes eligibility for group benefits, sick time, vacation pay and a competitive salary

### **Successful applicants will:**

- Have knowledge of, and experience with, working in a school setting
- Demonstrate a philosophy aligned with the mission of Catholic Education
- Exhibit strong interpersonal, communication, and organizational skills

### **Preference will be given to applicants who:**

- Demonstrate a commitment to the Catholic faith
- Hold an Educational Assistant Certificate or equivalent

### **Application process:**

- Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.
- Applicants should forward a cover letter, resume and three references to:

Aneta Prettie

Principal

Email: [sec@stccs.ca](mailto:sec@stccs.ca)

We thank all applicants for their interest. Only those applicants selected for an interview will be contacted. All hiring will be conditional upon the satisfactory results of a recent Child Abuse Registry Check and Criminal Record Check. References may be contacted before an interview is granted.

**This posting will remain open until it is filled. Interviews may begin shortly after submission of applicants.**