

## Education Assistant

Horizon Academy Institute

Job ID  
**51526**

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| LOCATION                                          | DATE POSTED        | EXPIRY DATE                  |                                                |
|---------------------------------------------------|--------------------|------------------------------|------------------------------------------------|
| 199 Queen Charlotte Way SE, Calgary, AB   Alberta | 28-09-2026         | 27-03-2027                   |                                                |
| TYPE OF JOB                                       | SALARY             | MIN. EXPERIENCE              | MIN. EDUCATION                                 |
| Full Time                                         | CAD 25-27 per hour | 7 months to less than 1 year | Secondary (high) school graduation certificate |

### Job Details

Company: Horizon Academy Institute

Position: Education Assistant (NOC 43100)

Terms of Employment: Permanent, Full-time (30-40 hours per week), Day, Morning, Afternoon, TBD

Hourly Wage: \$25.00-27.00 per hour

Expected Start Date: As soon as possible

Location: 199 Queen Charlotte Way SE, Calgary, Alberta, Canada T2J 4H9

Duties and Responsibilities include but are not limited to:

- Assist classroom teachers in delivering daily lessons and carrying out instructional activities for students in Grades 1 to 9.
- Support individual students and small groups with reading, writing, mathematics, and other assigned subjects, reinforcing lessons under the direction of the teacher.
- Provide additional support to students with learning difficulties or special needs, following the individual program plans developed by teachers.
- Help prepare lesson materials, classroom displays, learning resources, and equipment.
- Supervise students in classrooms, hallways, and common areas, at lunch and recess, and during field trips and school events, maintaining a safe and orderly environment.
- Monitor and record student attendance, behaviour, and academic progress, and report observations to the classroom teacher.
- Assist with marking assignments and maintaining student records and files.
- Support classroom routines and positive behaviour management consistent with the school's values of integrity, growth, and accountability.
- Assist with school activities, events, and extracurricular programs as assigned.
- Perform other related duties as assigned by the classroom teacher or the Principal.

Position Requirements and Qualifications:

- Completion of secondary school is required
- A college program in educational assistance, teaching assistance, or a related social science field is preferred
- 7-12 months of experience supporting school-aged children in a classroom or educational setting
- Specialized training or experience supporting students with learning difficulties or special needs is an asset

- Strong communication, organizational, and interpersonal skills; ability to follow instructions and work independently and as part of a team

**Work Conditions and Physical Capabilities:**

- Fast-paced school environment; frequent standing and walking; continuous interaction with students and staff; ability to supervise students and maintain attention to safety

**How to Apply:**

If you are interested in the position and would like to join and grow with us, we encourage you to send a Cover Letter and Resume by email to [HorizonAcademy.yyc@outlook.com](mailto:HorizonAcademy.yyc@outlook.com).

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