

Every Student Can Learn.  
Every School Will Improve.



# Employment Opportunity

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The Halifax Regional School Board is currently recruiting for casual staff to work as **Substitute Educational Program Assistants (EPAs)** in our schools!

## What does a Substitute EPA do?

Working on a casual basis, a Substitute Educational Program Assistant provides support in the areas of personal care, behaviour management and instructional program under the direction of the supervising teacher.

## Who can be a Substitute EPA?

People with many levels of skills are Educational Program Assistants. From moms or dads who have years of experience raising their own children, to individuals who have training in child/adolescent studies. Some students may require basic care while others may have significant physical, social and psychological needs that require the ability to apply judgment when responding to student initiated interactions.

## What qualifications do I need to become a Substitute EPA?

The basic requirements are:

1. High School Diploma or equivalent
2. Valid CPR and First Aid Certification
3. Experience working with children
4. Physical abilities consistent with requirements of the job which may include personal care & moderate to heavy lifting.

*Specific assignments may dictate the need for other training/experience such as health/physical care, emotional/behavioral problems, use of sign language, swimming, community support, and/or use of assistive technology.*

## What does a casual EPA get paid and what are the hours of work?

Substitute EPAs work on call to provide short term coverage to schools when permanent staff are away. Substitutes are placed in day-to-day assignments on an as needed basis. Substitute EPA placements are secured through our AESOP system (a web based system to assist School Administrators in the process of employing substitutes).

Substitute EPAs get paid \$10.59 per hour and the work assignment can range from 2 to 7 hours per day depending on the particular child's needs.

## How can I apply to become a casual EPA?

Apply online on our website - [www.hrsb.ns.ca](http://www.hrsb.ns.ca) to the open posting for Substitute EPAs. You will be required to create an online resume at <http://jobs.hrsb.ns.ca/job-postings/welcome.asp> to apply. Please ensure your resume includes relevant qualifications and experience.

Upon completion of a successful interview, positive reference checks and offer of casual employment, candidates will be required to provide the following before being added to the sub list:

- Current Child Abuse Register Request for Search Form
- Current Criminal Record Check

## Questions?

Contact Human Resources by phone: 464-2000, ext 2 or by email: [schristie@hrsbsb.ns.ca](mailto:schristie@hrsbsb.ns.ca).

