



Palliser Regional Schools

Palliser Centre

#101, 3305 - 18 Avenue North, Lethbridge, AB T1H 5S1

Phone: 403-328-4111 Toll-free: 877-667-1234

Fax: 403-380-6890 www.pallisersd.ab.ca

Dear Palliser Regional Schools Family and Friends:

- Are you looking for new ways to get involved in your local school(s)?
- Do you enjoy working with children and adults in a dynamic environment?
- Are you available to work on a casual/as needed basis?
- Are you looking for a way to make a little extra money?

Palliser Regional Schools is seeking school-based *Casual Support Staff* to serve in the following areas:

- **Educational Assistant** **HIGHEST NEED** – working directly with one student or a group of students to support their learning needs, under the direction of the classroom teacher
- **Administrative Assistant** – working in the school's office, greeting the public, and assisting students and staff

To be added to our *Casual Support Staff* list, please complete the following steps:

- Talk to your school's principal about this opportunity
- Visit our Career Opportunities page under the Human Resources tab on our website at www.pallisersd.ab.ca
- Create an account on this page. Fill in the required information and upload the requested documents
- After you have created your account and are logged into it, apply for the *Casual Support Staff* position for your region (Lethbridge County, Vulcan County or Calgary)
- After we have received your application through the website, our Human Resources team will be in touch with you to set up a brief interview

If you have any questions or need any assistance, please contact our Calgary office by phone at 1-844-291-0584 or by emailing elvira.pagsanghan@pallisersd.ab.ca