

## Richmond Education Assistant Program (REAP)

### ~ STUDENT APPLICATION INFORMATION ~

#### Part Time REAP 2018

February 2018 – February 2019

The Richmond Education Assistant Program (REAP) is designed for professional and caring adults who wish to work with K-12 school age learners with physical, behavioural, sensory and learning needs in schools. REAP participants will learn: the role and responsibilities of Education Assistants, child development, personal & health care, current issues in education, theories and principles of learning, team work and communication, curriculum & learning resources, understanding behaviours. Also, other relevant job-related topics will be covered.

Additionally, participants will have one 3-week and one 4-week practicum.

#### **ALL APPLICANTS MUST HAVE THESE REQUIREMENTS**

- secondary school graduation from Canada or equivalent
- strong written and oral English skills  
(i.e. passed English 12, Communications 12, or Richmond Continuing Education's REAP English Test)
- work experience (volunteer or paid) with individuals with special needs
- pass the Criminal Records Check for working with vulnerable children or adults

#### **STRONG APPLICATIONS WILL INCLUDE THE FOLLOWING:**

- post secondary studies in child development, education, psychology, special education, health care or related fields
- training related supporting individuals with special needs, child care (e.g. ECE, preschool), or health care
- proven track record of care for others, strong communication skills in English, working independently and collaboratively as a team member

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## **REAP STUDENT APPLICATION PROCESS**

**Step One:** Complete your Application Package: Application Form, letter of intent\* (hand written), copy of your secondary school transcript of grades and graduation certificate.

\* Describe what you know about the role of an Education Assistant, characteristics about yourself that fit this career field and how your work experiences and educational background relate to being an Education Assistant.

**Step Two:** Drop off or mail your completed Application Package to:  
Richmond Continuing Education  
7811 Granville Avenue, 2<sup>nd</sup> Floor  
Richmond, BC V6Y 3E3  
Attention: Kathleen Champion, REAP Administrator

**Deadline: Friday, September 29, 2017 @ 4:00 pm**

*Late applications are welcome but will only be considered after on-time applications are processed. Apply on time to avoid disappointment.*

**Step Three:** Receipt of your application package will be acknowledged by email within two weeks.

**Step Four:** Only applicants who are shortlisted will be notified by mid-October and will be contacted for a group interview.

If you have any questions, please contact Kathleen Champion by email, [kchampion@sd38.bc.ca](mailto:kchampion@sd38.bc.ca) or by phone, 604.668.6123.

## **REAP SHORTLISTING PROCESS**

Each application package will be evaluated on its contents, submission by the deadline, clarity and strength of the letter of intent and feedback from professional references.

If your application is shortlisted, you will be invited to a group interview.

**NOTE:** The viability of REAP will be dependent on sufficient enrollment, instructors, resources and other factors. Richmond Continuing Education reserves to right to change or cancel any aspect of the program as required. Completion of REAP does not guarantee employment.