

September 7, 2019

## **Richmond Education Assistant Program (REAP)**

### **Part Time REAP 2020-21**

January 2020 – February 2021

## **~ STUDENT APPLICATION PROCESS ~**

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 - 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/specialized training in child development, education, psychology, special education, health care or related fields
- proven track record of care for others
- working independently and collaboratively as a team member



## 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: Kathy Champion, REAP Administrator

**Deadline: Friday, October 11, 2019 @ 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:** All applicants will be notified by late October if you have been selected for a group interview or not. If you are not interviewed, you may re-apply for the next REAP intake.

If you have any questions, please contact Kathy 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.

If your application is shortlisted, you will be invited to a group interview. After the interviews, interviewees will be informed if they are accepted into REAP, placed on a priority wait list or no accepted into REAP.

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