

August 2024

Richmond Education Assistant Program (REAP)

Part Time REAP 2025-26

January 2025 – February 2026

STUDENT APPLICATION PROCESS

Part Time REAP 2025-26 courses will be delivered in a combination of both in person and online learning via the Zoom platform. All practica will be in-person in a Richmond School District schools.

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 the REAP English Test

If you do NOT have English 12 or Communications 12, you must take the REAP English Test (\$40)

STRONG APPLICATIONS WILL INCLUDE THE FOLLOWING:

- work experience (volunteer or paid) with individuals with special needs
- 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 or typed; 3-5 pages
- ___ Secondary school transcript of grades (copy)
- ___ Secondary Graduation certificate (copy)

* 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: Scan all of your documents related to your application as ONE SINGLE PDF FILE and e-mail it to:

RCE@sd38.bc.ca

Attention: Kathleen Champion, REAP Administrator

Deadline: Wednesday, November 20, 2024 @ 4:00 pm

Late applications are welcome but will only be considered after applications that were submitted on time are processed. Apply on time to avoid disappointment.

Step Three: You will receive an email to acknowledge that your application has been received along with a link to pay your \$40 application fee (non-refundable).

NOTE: Your application will NOT be reviewed until the \$40 application fee is received.

Step Four: All applicants will be notified in early November if you have been selected for an individual interview.

If you have any questions, please contact Kathleen Champion by email, kchampion@sd38.bc.ca or by phone, 604.668.7899.

REAP SHORTLISTING PROCESS

Each application package will be evaluated on its contents, submission by the deadline, clarity and strength of the letter of intent. Applicants who are shortlisted will be contacted for an interview. Interviews will be done online via Zoom in mid-November.

NOTE: *The viability of REAP will be dependent on sufficient enrolment, 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.*