

# CAREER TRAINING

## INSTRUCTIONAL ASSISTANT RCSD

**Course Dates: August 25 – October 21, 2025**

**To Qualify:** Register Online @ [www.rtsc.org](http://www.rtsc.org) by July 16, 2025

Email your resume by **July 17 to** [careers@rcsd.ca](mailto:careers@rcsd.ca)

**Virtual Information Session - Fri., July. 25, 2025 10am**

**Invite Only** (Only those who submit resumes on time and are selected will be invited to the information session)

In Person Interviews within the days following the info session



### INSTRUCTIONAL ASSISTANT – 8 WEEK COURSE

Regina Trades & Skills Centre offers an Instructional Assistant course. The program will provide learners with the basic fundamental knowledge, practical skills and all certifications needed to gain employment as an IA in Elementary and High Schools within the Regina Catholic School Division. Graduates will have training in assisting classroom teachers to involve all students, including those with diverse and intensive needs, in classroom and school activities. Other training duties include personal care, grooming, communication, food prep and cognitive/emotional care.

### REQUIREMENTS

- You **MUST** email your resume to [careers@rcsd.ca](mailto:careers@rcsd.ca) before July 17 to be considered for this course
- Willingness to work and serve in an environment that aligns with the mission and values of the Catholic faith
- A Criminal Record and Vulnerable Sector Check will be required upon acceptance into the course (own expense)
- Only those who submit their resumes and meet the RCSD's minimum requirements will be invited to the info session
- Mandatory attendance at the Virtual Information Session is required to move onto the interview stage
- Final selection is based on in-person interviews following the info session
- Grade 12 diploma or equivalent (transcripts required upon acceptance)
- English Language Requirement
- Valid Class 5 Driver's License recommended
- No student visa/permit applications are allowed
- For more selection criteria, please visit [rtsc.org/why-train-with-us](http://rtsc.org/why-train-with-us)

### AREAS OF STUDY

- WHMIS/ First Aid and CPR/TLR Training/ Food Safe
- PART Training
- Employability Skills
- Functional Programming Skills
- Proactive and child centered behavioral management skills
- Organizational, academic, emotional, behavioral supports
- Strategies to interact with students of diverse needs
- De-escalation techniques
- Exceptional Needs Student Education
- Work Placement

