



EDUCATIONAL ASSISTANT DIPLOMA

Gain practical skills to support students, teachers and inclusive learning environments.

Program at a Glance

Program Length	42 weeks • 20 hours per week
Instruction	680 hours
Practicum	320 hours
Total Program Hours	1,000 hours
Delivery Model	ONLINE - program with on-site practicum

Program Overview

This diploma prepares learners to work as part of a school team, assist with classroom management and instruction, provide individual support, contribute to individualized education and behaviour-support plans, and help students with diverse learning needs participate successfully.

What You Will Learn

- Support inclusive classrooms and exceptional learners.
- Understand child and adolescent growth, development and learning styles.
- Observe, document and report student progress appropriately.
- Apply positive-behaviour, crisis-prevention and trauma-informed strategies.
- Use assistive technology and support mathematics, language and life-skills learning.

Delivery Model

Published as a hybrid program with approximately 680 hours of instruction and a 320-hour on-site practicum. The schedule is 20 hours per week. Online and in-person attendance requirements should be confirmed for the applicable intake.



Course Outline

Course	Hours / Focus
Orientation	4 hours • program expectations and readiness
Inclusive Education	30 hours • supporting exceptionalities in regular classrooms
Role of the Educational Assistant	24 hours • responsibilities, ethics and teamwork
Growth and Development	30 hours • physical, cognitive and behavioural development
Exceptional Learners	30 hours • disabilities and learning supports
Record Keeping	30 hours • observation, documentation and reporting
Learning Styles	30 hours • learning theories and intervention strategies
Life Skills & Social Development	30 hours • independence, self-esteem and social skills
Language Development	30 hours • language acquisition and speech/language needs
Introduction to Computers	30 hours • Windows, Office and email
Learning Disability	30 hours • strategies for severe learning disabilities
Understanding & Managing Student Behaviour	50 hours • positive behaviour supports
Ethics & Professionalism	18 hours • confidentiality and professional conduct
Math & English Support	30 hours • classroom strategies for core subjects
WEVAS	10 hours • working effectively with violent/aggressive students
First Aid / CPR	8 hours • basic certification workshop
Non-Violent Crisis Intervention	8 hours • de-escalation and safety



Computer Applications	80 hours • advanced Word, Excel and PowerPoint
Organizational Behaviour	60 hours • teamwork, motivation and conflict
Society & Diversity	20 hours • equity, Indigenous history and differentiated instruction
Assistive & Adaptive Technology	20 hours • technology-supported learning
Trauma-Informed Care	20 hours • trauma effects and supportive practice
Portfolio Development	10 hours • professional portfolio and interview preparation
Career Development Strategies	44 hours • employment search and transition
Academic Reviews	4 hours • progress review and mock interview
Practicum	320 hours • supervised classroom placement

Employment Opportunities

- Educational Assistant
- Teacher's Assistant
- Special Education Assistant
- Elementary or Secondary School Teacher's Aide
- Kindergarten Assistant
- Remedial Education Aide
- Educational Resources Assistant
- ESL Assistant
- Early Intervention Program Assistant
- Summer or Day-Camp Program Assistant

Career Pathway

- Enter classroom-support, special-education, early-intervention or community-program roles.
- Develop experience supporting behavioural, communication, mobility or learning needs.
- Advance into specialized educational-support, lead-assistant or program-support positions.
- Further education may support pathways into early childhood education, disability studies, social services or teacher education, subject to admission and certification requirements.



Expected Salary Range

Alberta educational-assistant wages are approximately \$17.00 to \$30.22 per hour, with a reported median of about \$23.00 per hour (Government of Canada Job Bank).

Salary figures are labour-market estimates, not guarantees. Actual pay varies by employer, location, experience, duties, union status and economic conditions.

Admission Requirements

- Alberta Grade 12 diploma or equivalent; or mature-student status.
- Mature applicants must generally be at least 18 and may need official transcripts or GED equivalent, a current resume and a written statement of interest.
- Successful entrance assessment and admissions interview.
- Before practicum: current vulnerable-sector / criminal-record screening and applicable child-abuse registry documentation, generally dated within six months of practicum start.
- ESL applicants must meet English-language proficiency requirements or other accepted evidence, such as qualifying Canadian post-secondary study, subject to institutional policy.

English-Language Assessment & College Interview

Applicants must successfully complete the institution's admissions process, which may include an entrance assessment and an admissions interview. Where English is not the applicant's first language or prior education was completed outside Canada, proof of English-language proficiency may be required. The interview may be used to confirm the applicant's communication ability and readiness for the program. Final requirements must be confirmed before enrolment.

Practicum / Work Experience

The 320-hour supervised on-site practicum allows students to apply classroom-support skills in an educational setting. Placement eligibility depends on required screening documents and institutional approval.