

Job Posting: Posting Detail

Posting: C2425-479

Closing Date: 13-May-2025

Position	Location	Assignment Type	Hours	Rate of Pay
Education Assistant	Glenwood Elementary	Time Duration	28.0000	34.7300

Typical Duties/Assignment Description

Effective immediately until June 25, 2025.

The successful applicant to this posting has been advised and understands they are expected to complete the entire duration of the assignment as posted prior to securing a subsequent time duration assignment.

The hours per week indicated are while school is in session.

Additional Information/Site Specific Expectations

The Education Assistant as part of a School-Based Team provides support to the classroom teacher(s) in creating inclusive schools and classrooms. The Education Assistant role will vary according to school and student needs as determined by the Principal/Vice-Principal in collaboration with the School Based/Support Team.

Education and Experience/Mandatory Qualifications

- Successful completion of Grade 12 plus the Special Education Teaching Assistant program or equivalent plus successful experience working with individuals with special needs.
- Knowledge of behaviour management, conflict resolution and restraining techniques plus a variety of learning strategies and the ability to assist in modifying curriculum to suit individual student's needs.
- May be required to have basic signing at a level appropriate to the Hearing Impaired student.
- Ability to function and communicate effectively as a member of a team in the support of complex programs requiring a high degree of courtesy, discretion and maintenance of confidentiality with a wide variety of school personnel, students and parents.
- Flexibility, patience, stamina, emotional stability and maturity to assist students with a variety of challenges to develop to their maximum potential.
- Sufficient physical strength, health and coordination to perform the duties and responsibilities of the job.
- May be required to have a valid B.C. driver's license.

Additional Qualifications, Knowledge, Abilities & Skills

Please reference the full job description for specific qualifications and additional position-related information. All current job descriptions can be found on the staff intranet site inside.sd42.ca under the Business Function HUMAN RESOURCES tab at the top of the page.

Job Posting: Posting Detail

Posting: C2425-487

Closing Date: 13-May-2025

Position	Location	Assignment Type	Hours	Rate of Pay
Indigenous Ed Support Worker	Indigenous Education	Time Duration	30.0000	32.0500
Indigenous Ed Support Worker	Indigenous Education	Time Duration	30.0000	32.0500

Typical Duties/Assignment Description

Effective immediately until June 25, 2025; or return of incumbent.

The hours per week indicated are while school is in session.

The successful applicant to this posting has been advised and understands they are expected to complete the entire duration of the assignment as posted prior to securing a subsequent time duration assignment.

Applicants are advised that pursuant to "Special Program" approval of Section 42(3) of the Human Rights Code by the BC Human Rights Commission, preference may be given to applications of Aboriginal Ancestry. Applicants of Aboriginal Ancestry should clearly indicate their ancestry/status on their application.

Additional Information/Site Specific Expectations

Providing student support as part of the Indigenous Education team, assists the itinerant Resource Teacher for Indigenous Education by working with Indigenous students throughout the school district. Provides support to the classroom teachers in the training and/or education of students of Indigenous ancestry, works with students on an individual or small group basis, and provides guidance and support in order to foster educational, social/emotional development.

Education and Experience/Mandatory Qualifications

- Successful completion of Grade 12 and one year post-secondary education in First Nations and Indigenous Studies or Culture, or equivalent combination of education and experience.
- Two (2) years experience maintaining effective working relationships with members of the Indigenous community.
- Experience/ability to work with students of Indigenous ancestry in an academic setting.
- Knowledge of the local Indigenous culture, heritage and value systems.
- Knowledge of the effects of cultural differences and intergenerational trauma on Indigenous students and families.
- Ability to communicate well with students, teachers and the Indigenous community.
- Interpersonal skills and compassion to develop and maintain positive relationships with students, while maintaining healthy boundaries.
- Flexibility and patience in order to work effectively with students of a variety of abilities, behaviours and maturity.
- Basic ability to work with computer hardware and software applications, including accurate data entry.
- May be required to have a FoodSafe Certificate.
- A valid B.C. driver's license.

Additional Qualifications, Knowledge, Abilities & Skills

Please reference the full job description for specific qualifications and additional position-related information. All current job descriptions can be found on the staff intranet site inside.sd42.ca under the Business Function HUMAN RESOURCES tab at the top of the page.

Job Posting: Posting Detail

Posting: C2425-503

Closing Date: 13-May-2025

Position	Location	Assignment Type	Hours	Rate of Pay
Education Assistant	Albion Elementary	Time Duration	28.0000	34.7300

Typical Duties/Assignment Description

Effective immediately until June 25, 2025; or return of incumbent.

Additional Information/Site Specific Expectations

The Education Assistant as part of a School-Based Team provides support to the classroom teacher(s) in creating inclusive schools and classrooms. The Education Assistant role will vary according to school and student needs as determined by the Principal/Vice-Principal in collaboration with the School Based/Support Team.

Education and Experience/Mandatory Qualifications

- Successful completion of Grade 12 plus the Special Education Teaching Assistant program or equivalent plus successful experience working with individuals with special needs.
- Knowledge of behaviour management, conflict resolution and restraining techniques plus a variety of learning strategies and the ability to assist in modifying curriculum to suit individual student's needs.
- May be required to have basic signing at a level appropriate to the Hearing Impaired student.
- Ability to function and communicate effectively as a member of a team in the support of complex programs requiring a high degree of courtesy, discretion and maintenance of confidentiality with a wide variety of school personnel, students and parents.
- Flexibility, patience, stamina, emotional stability and maturity to assist students with a variety of challenges to develop to their maximum potential.
- Sufficient physical strength, health and coordination to perform the duties and responsibilities of the job.
- May be required to have a valid B.C. driver's license.

Additional Qualifications, Knowledge, Abilities & Skills

Please reference the full job description for specific qualifications and additional position-related information. All current job descriptions can be found on the staff intranet site inside.sd42.ca under the Business Function HUMAN RESOURCES tab at the top of the page.

Job Posting: Posting Detail**Posting:** C2425-504**Closing Date:** 13-May-2025

Position	Location	Assignment Type	Hours	Rate of Pay
General Clerk	Highland Park Elementary	Time Duration	14.0000	26.8800
General Clerk	Edith McDermott Elementary	Time Duration	14.0000	26.8800

Typical Duties/Assignment Description

This is a short term time duration position until June 30, 2025 or return of incumbent, whichever is sooner. The hours per week indicated are while school is in session. Work schedule is 8am to 3:30pm Monday/Wednesday EDM and Tuesday/Thursday HPE.

Additional Information/Site Specific Expectations

Under the direction of the school principal or site-based Manager, performs a variety of routine clerical duties related to the administration of a school, library and/or office.

Education and Experience/Mandatory Qualifications

- Successful completion of Grade 12 with course. emphasis on business practices and procedures or one (1) year training and experience in office and clerical routine.
- Proficiency with office equipment, personal computers, web browsers and a variety of software packages including word processing, spreadsheets and database applications with keyboard skills at a minimum of 40 net wpm with a high degree of accuracy.
- Demonstrated ability to communicate effectively and harmoniously with staff, students, parents, contractors and visitors.
- Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.

Additional Qualifications, Knowledge, Abilities & Skills

Please reference the full job description for specific qualifications and additional position-related information. All current job descriptions can be found on the staff intranet site inside.sd42.ca under the Business Function HUMAN RESOURCES tab at the top of the page.