

Job Posting: Posting Detail**Posting:** C2324-332**Closing Date:** 25-Jan-2024

Position	Location	Assignment Type	Hours	Rate of Pay
General Clerk	Ridge Meadows College	Time Duration	20.0000	26.1000

Typical Duties/Assignment Description

This is a time duration position starting February 5, 2024 until May 10, 2024. This assignment works 8:30am to 12:30pm Monday to Friday and follows a 12 month schedule.

Additional Information/Site Specific Expectations

Under the direction of the site-based Manager, performs a variety of routine clerical duties related to the administration of a school, library and/or office. This general clerk will primarily be reviewing applications and other admissions documents and communicating requirements to students, scheduling English assessments, helping with admissions filing, etc.

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.

Job Posting: Posting Detail

Posting: C2324-316

Closing Date: 25-Jan-2024

Position	Location	Assignment Type	Hours	Rate of Pay
Education Assistant	Learning Services	Continuing	28.0000	33.7200

Typical Duties/Assignment Description

Effective January 22, 2024.

Successful **MALE** incumbent will be working with a student that may elope and who has intensive behavioural, complex communication, and toileting needs.

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: C2324-317

Closing Date: 25-Jan-2024

Position	Location	Assignment Type	Hours	Rate of Pay
Lunch Hour Supervisor	Kanaka Creek Elementary	Continuing	5.0000	24.0700

Typical Duties/Assignment Description

Effective immediately.

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

This assignment follows the Kanaka Creek calendar.

Additional Information/Site Specific Expectations

Patrols school and grounds and supervises students during lunch hour, having awareness of conduct guidelines and student safety plans.

Education and Experience/Mandatory Qualifications

Successful completion of Grade 10 or an equivalent combination of education and experience.

Basic First Aid training is an asset.

Must enjoy working with school aged students grades K - 12 and be able to monitor them in a respectful and direct manner. Previous experience working with children and teenagers.

Demonstrated ability to communicate effectively with staff, students, parents and visitors and to function harmoniously in a school environment.

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: C2324-329

Closing Date: 25-Jan-2024

Position	Location	Assignment Type	Hours	Rate of Pay
Education Assistant	Kanaka Creek Elementary	Time Duration	28.0000	33.7200

Typical Duties/Assignment Description

Effective immediately until March 28, 2024.

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.

This assignment follows the Kanaka Creek Calendar.

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.

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: C2324-330

Closing Date: 25-Jan-2024

Position	Location	Assignment Type	Hours	Rate of Pay
Lunch Hour Supervisor	Albion Elementary	Continuing	5.0000	24.0700

Typical Duties/Assignment Description

Effective immediately.

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

Additional Information/Site Specific Expectations

Patrols school and grounds and supervises students during lunch hour, having awareness of conduct guidelines and student safety plans.

Education and Experience/Mandatory Qualifications

Successful completion of Grade 10 or an equivalent combination of education and experience.

Basic First Aid training is an asset.

Must enjoy working with school aged students grades K - 12 and be able to monitor them in a respectful and direct manner. Previous experience working with children and teenagers.

Demonstrated ability to communicate effectively with staff, students, parents and visitors and to function harmoniously in a school environment.

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: C2324-331

Closing Date: 25-Jan-2024

Position	Location	Assignment Type	Hours	Rate of Pay
Education Assistant	Golden Ears Elementary	Time Duration	28.0000	33.7200

Typical Duties/Assignment Description

Effective immediately until June 25, 2024; 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.

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.