

Job Posting: Posting Detail

Posting: C2223-338

Closing Date: 31-Jan-2023

Position	Location	Assignment Type	Hours	Rate of Pay
Buyer 1	District Education Office	Time Duration	35.0000	25.6400

Typical Duties/Assignment Description

This is a time duration effective as soon as possible to June 30, 2023.

This position follows a 12 month schedule and works under the direction of the Purchasing Manager, and is responsible for supporting the purchasing function in the District, processing approved requisitions and for the inventory of consumables and furniture.

Additional Information/Site Specific Expectations

Education and Experience/Mandatory Qualifications

Successful completion of Grade 12 plus one year of post-secondary course work in supply chain management, or equivalent credits through the Supply Management Training Program, combined with two (2) years experience in the field of Purchasing, preferably in the public sector.

Ability to make arithmetical computations quickly and accurately, as well as making analytical and logical evaluations, measuring quality and suitability vs. prices and other related factors.

Proficiency with office equipment, computers and a variety of software applications including word processing and spreadsheets including experience with Purchase Order Management and Auto Tendering systems.

Ability to organize and prioritize high volumes of work, while maintaining attention to detail and 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.

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Posting: C2223-339

Closing Date: 31-Jan-2023

Position	Location	Assignment Type	Hours	Rate of Pay
Accounts Clerk	Maple Ridge Secondary	Continuing	35.0000	27.9100

Typical Duties/Assignment Description

Starting February 24, 2023 and the hours per week indicated are while school is in session.

Performs a variety of duties in a school or office environment with an emphasis on bookkeeping and accounting.

Additional Information/Site Specific Expectations

Education and Experience/Mandatory Qualifications

1. Successful completion of Grade 12 with course emphasis on business practices and procedures plus one year post-secondary courses in the accounting field.
2. One (1) year experience in a computerized accounting environment or the equivalent training in the accounting field. Familiarity with school procedures is an asset.
3. Ability to make arithmetical computations quickly and accurately. Thorough knowledge of bookkeeping.
4. Ability to operate office equipment, computers and a variety of software programs with keyboarding skills at 50 net wpm.
5. A valid B.C. Driver's License.
6. Demonstrated ability to communicate effectively and harmoniously with staff, students, parents, contractors and visitors.
7. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.

Additional Qualifications, Knowledge, Abilities & Skills

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Job Posting: Posting Detail

Posting: C2223-340

Closing Date: 31-Jan-2023

Position	Location	Assignment Type	Hours	Rate of Pay
Custodian	Garibaldi Secondary	Continuing	40.0000	24.4500

Typical Duties/Assignment Description

Starting February 1, 2023. This assignment works afternoon shift and follows a 12 month schedule.

Performs a variety of custodial duties to ensure the safety, cleanliness and security of school facilities and grounds.

Additional Information/Site Specific Expectations

Education and Experience/Mandatory Qualifications

1. Successful completion of Grade 10 plus a Building Service Worker Certificate from a recognized college/institution or equivalent training and experience in an institutional setting.
2. Knowledge of materials, methods and equipment used in custodial work.
3. Knowledge of safety procedures related to work performed.
4. Sufficient physical strength, health and coordination to perform the duties and responsibilities of the job.
5. Demonstrated ability to communicate effectively and harmoniously with staff, students, parents, contractors and visitors.
6. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.
7. A valid B.C. Driver's License.

Additional Qualifications, Knowledge, Abilities & Skills

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Job Posting: Posting Detail

Posting: C2223-341

Closing Date: 31-Jan-2023

Position	Location	Assignment Type	Hours	Rate of Pay
Education Assistant	Pitt Meadows Elementary	Time Duration	28.0000	31.5900

Typical Duties/Assignment Description

Effective immediately until March 10, 2023.

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

Bilingual in French and English (oral and written fluency in French and English are required).

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

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