

Job Posting: Posting Detail

Posting: C2324-003

Closing Date: 06-Jun-2023

Position	Location	Assignment Type	Hours	Rate of Pay
Lunch Hour Supervisor	Yennadon Elementary	Continuing	5.0000	22.5500

Typical Duties/Assignment Description

Effective September 5, 2023.

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.

Must enjoy working with children and teenagers 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. The link to the JOB DESCRIPTION LIST can be found in the left column.

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Job Posting: Posting Detail

Posting: C2324-004

Closing Date: 06-Jun-2023

Position	Location	Assignment Type	Hours	Rate of Pay
Lunch Hour Supervisor	Thomas Haney Secondary	Continuing	5.0000	22.5500

Typical Duties/Assignment Description

Effective September 5, 2023.

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.

Must enjoy working with children and teenagers 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

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Job Posting: Posting Detail

Posting: C2324-005

Closing Date: 06-Jun-2023

Position	Location	Assignment Type	Hours	Rate of Pay
E.C.E Strong Start Facilitator	Eric Langton Elementary	Continuing	21.0000	29.1500

Typical Duties/Assignment Description

Effective September 5, 2023.

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

Working schedule is 11:00am to 3:12pm daily.

Additional Information/Site Specific Expectations

Reporting to a school Principal and in consultation with the Assistant Superintendent, the StrongStart Facilitator is responsible for the day-to-day operation of the StrongStart program ensuring the program goals and objectives are met. The StrongStart Facilitator is responsible for creating and facilitating a drop-in, safe and enriching program environment, where parents and caregivers participate alongside their children aged 0-5 in an interactive play based setting. The program concentrates on the key aspects of literacy, numeracy, parent support and education, stages of early childhood development and community resource sharing. This position maintains all administrative aspects of direct services and ensures services and practices are based on School District polices and Early Childhood Education best practices.

Education and Experience/Mandatory Qualifications

- o Grade 12 graduation and completion of an Early Childhood Education Diploma Program and a Valid Early Childhood Educator License to Practice Certificate in BC.
- o Valid Food Safe and Child Safe First Aid.
- o Six months to 1 year of relevant related experience in the practice of Early Childhood Education.
- o Knowledge of key aspects of the program including literacy, numeracy, family dynamics, parent support and education, the stages of early childhood development as well as knowledge of services available within the community.
- o Demonstrated ability to create, plan, organize, and implement a parent participation early learning program.
- o Ability to work positively and effectively with a variety of parents, caregivers, children, professionals, and community members.
- o Demonstrated knowledge and understanding of the socio-economic and cultural background of the service population.
- o Demonstrated ability to work independently, efficiently and effectively manage priorities, and exercise mature judgment.
- o Demonstrated ability to work collaboratively with others individually and/or in a team environment.
- o Demonstrated ability to solve problems and empower others to solve problems, intervene when required, and set appropriate boundaries and limitations.
- o Strong verbal/written communication skills, interpersonal skills, organization and planning skills.
- o Strong computer skills: word processing, client database, internal and external email.
- o Valid BC 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 at <https://inside.sd42.ca/> under the Business Function HUMAN RESOURCES tab at the top of the page. The link to the JOB DESCRIPTION LIST can be found in the left column.

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Job Posting: Posting Detail

Posting: C2324-011

Closing Date: 06-Jun-2023

Position	Location	Assignment Type	Hours	Rate of Pay
Computer/Network Technician	District Education Office	Time Duration	40.0000	32.6100

Typical Duties/Assignment Description

This is a time duration from July 1, 2023 to June 30, 2024; or return of incumbent.

Additional Information/Site Specific Expectations

The Computer/Network Technician reports to the Manager of Information Technology and works closely with other Computer/Network Technicians and Systems Analysts. This position performs technical hands-on work investigating, analyzing, assisting and completing the repair and maintenance of district computers and networking equipment.

Education and Experience/Mandatory Qualifications

1. A diploma in Computer Sciences/Information Systems and two years experience in the following key areas: managing servers running various operating systems including Microsoft Windows and Macintosh; operating various backup software products; various end user applications; designing and writing software scripts to automate routine tasks and simplify system administration; network protocols and networking equipment. Other equivalent combinations of relevant coursework and experience may be considered.
2. Successful completion of the Apple Certified Mac Technician (ACMT) credential with successful completion of Desktop Hardware, Portable Hardware, and Operating Systems tests.
3. Microsoft Certified Systems Engineer {MCSE} preferred.
4. Demonstrated ability to problem solve.
5. Demonstrated ability to communicate effectively and harmoniously with staff, students, parents, contractors and outside agencies.
6. Demonstrated ability to assist or deliver presentations and/or training to District staff.
7. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position, combined with demonstrated team work skills.
8. Sufficient physical strength, health and coordination to handle and transport moderately heavy equipment.
9. 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.

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Job Posting: Posting Detail

Posting: C2324-038

Closing Date: 06-Jun-2023

Position	Location	Assignment Type	Hours	Rate of Pay
Transcriber (TYPEWELL)	Learning Services	Continuing	25.0000	28.4800

Typical Duties/Assignment Description

Effective September 5, 2023.

This position requires the incumbent to use TypeWell to transcribe for students with hearing loss by converting spoken language into text in a "meaning-to-meaning" format. This process is done by using TypeWell software on a laptop computer which is simultaneously viewed by the students on an iPad.

The successful incumbent, who must be assessed as easy-to-speechread, will be involved with captioning all media as well as providing transcription services in intermediate and secondary classes, and school sponsored extra-curricular events for students who need real-time access to auditory information and a complete set of notes.

The district will cover the course costs for the incumbent who is successful in meeting both the position qualifications and the prescreening criteria for TypeWell (which includes screening tests for grammar, listening skills, and typing speed (*minimum 60 words per minute no errors*), **only upon the successful completion of the online TypeWell training**. The training itself requires an intensive 6-12 week part time commitment outside of work hours.

Additional information can be viewed at both: <https://typewell.com/transcriber-training/>

http://www.bcit.ca/files/pcas/pdf/transcriber_trainee_selection.pdf

Additional Information/Site Specific Expectations

Under the supervision of the Administration of Learning Services and the direction of the teachers of the Deaf and hard of hearing, provides captioning and transcription services to support students with hearing loss to enable full access to their instruction.

Education and Experience/Mandatory Qualifications

Successful completion of Grade 12 plus completion of TypeWell Transcriber training (transcription for Deaf and hard of hearing) combined with 3-months of experience and typing skills of 60 wpm without errors.

Excellent listening skills and strong short-term memory.

Proficiency with laptop computers, internet, Microsoft Office and video editing applications.

Excellent oral and written English skills including grammar, vocabulary, spelling, and sentence structure and be screened for and assessed as "easy-to-speechread."

Demonstrated ability to listen attentively for detail and re-state quickly and accurately. Ability to maintain focus and concentration on information processing for extended periods of time.

Awareness and understanding of educational and cross-cultural issues related to students who are Deaf or hard of hearing.

Ability to function and communicate as a member of a team in the support of academic programs requiring a high degree of courtesy, discretion and confidentiality.

Valid BC 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. The link to the JOB DESCRIPTION LIST can be found in the left column.

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Job Posting: Posting Detail

Posting: C2324-049

Closing Date: 06-Jun-2023

Position	Location	Assignment Type	Hours	Rate of Pay
Lunch Hour Supervisor	Alouette Elementary	Continuing	5.0000	22.5500

Typical Duties/Assignment Description

Effective September 5, 2023.

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.

Must enjoy working with children and teenagers 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

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Job Posting: Posting Detail

Posting: C2324-060

Closing Date: 06-Jun-2023

Position	Location	Assignment Type	Hours	Rate of Pay
Classroom Assistant	Thomas Haney Secondary	Time Duration	25.0000	25.4700

Typical Duties/Assignment Description

Effective September 5, 2023 to December 22, 2023; or return of incumbent.

This position works Monday to Friday at the Testing Centre Assistant.

The hours 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

Assists in the execution of instruction related tasks that are routine in nature, designed to provide reinforcement of learning and information for the teacher relative to the pupil's learning. The job will vary according to the classroom and/or testing centre needs as determined by the teacher(s) or Principal.

Education and Experience/Mandatory Qualifications

Successful completion of Grade 12 plus a recognized program in childhood education or equivalent training and/or successful experience in a similar position.

One (1) year experience working with children in a school environment.

Ability to supervise students and maintain order.

Ability to work independently with a high degree of flexibility.

Familiarity with computers including the internet.

Ability to function and communicate effectively as a member of a team in the support of academic programs requiring a high degree of courtesy, discretion and maintenance of confidentiality.

Ability to operate office equipment, computers and a variety of software programs.

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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Job Posting: Posting Detail

Posting: C2324-063

Closing Date: 06-Jun-2023

Position	Location	Assignment Type	Hours	Rate of Pay
Lunch Hour Supervisor	Edith McDermott Elementary	Continuing	5.0000	22.5500
Lunch Hour Supervisor	Edith McDermott Elementary	Continuing	5.0000	22.5500

Typical Duties/Assignment Description

Effective September 5, 2023.

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.

Must enjoy working with children and teenagers 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

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Job Posting: Posting Detail

Posting: C2324-064

Closing Date: 06-Jun-2023

Position	Location	Assignment Type	Hours	Rate of Pay
Lunch Hour Supervisor	Highland Park Elementary	Continuing	5.0000	22.5500

Typical Duties/Assignment Description

Effective September 5, 2023.

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.

Must enjoy working with children and teenagers 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

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Job Posting: Posting Detail

Posting: C2324-065

Closing Date: 06-Jun-2023

Position	Location	Assignment Type	Hours	Rate of Pay
Lunch Hour Supervisor	Laity View Elementary	Continuing	5.0000	22.5500

Typical Duties/Assignment Description

Effective September 5, 2023.

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.

Must enjoy working with children and teenagers 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

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Job Posting: Posting Detail

Posting: C2324-066

Closing Date: 06-Jun-2023

Position	Location	Assignment Type	Hours	Rate of Pay
Lunch Hour Supervisor	Pitt Meadows Secondary	Continuing	5.0000	22.5500

Typical Duties/Assignment Description

Effective September 5, 2023.

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.

Must enjoy working with children and teenagers 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

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Job Posting: Posting Detail

Posting: C2324-067

Closing Date: 06-Jun-2023

Position	Location	Assignment Type	Hours	Rate of Pay
Lunch Hour Supervisor	Westview Secondary	Continuing	5.0000	22.5500

Typical Duties/Assignment Description

Effective September 5, 2023.

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.

Must enjoy working with children and teenagers 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

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Job Posting: Posting Detail

Posting: C2324-068

Closing Date: 06-Jun-2023

Position	Location	Assignment Type	Hours	Rate of Pay
Education Assistant	Golden Ears Elementary	Continuing	28.0000	31.5900
Education Assistant	Golden Ears Elementary	Continuing	28.0000	31.5900
Education Assistant	Golden Ears Elementary	Continuing	28.0000	31.5900

Typical Duties/Assignment Description

Effective September 5, 2023.

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

This assignment may be subject to LIFTUP time of 2 hours/week or the Service Improvement Allocation of a half hour/week for general supervision of students before and/or after school.

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.

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Job Posting: Posting Detail

Posting: C2324-069

Closing Date: 06-Jun-2023

Position	Location	Assignment Type	Hours	Rate of Pay
Carpenter	Maintenance	Time Duration	1.0000	37.2500

Typical Duties/Assignment Description

This is a time duration starting June 5, 2023 to July 31, 2023; or return of incumbent. This assignment follows a 12 month calendar. Wage will increase to \$39.63 as of July 1, 2023.

Additional Information/Site Specific Expectations

Performs a variety of carpentry and locksmith tasks to ensure the safety and full use of buildings and facilities.

Education and Experience/Mandatory Qualifications

1. Interprovincial Trades Qualification (TQ) Certificate in Carpentry plus two (2) years experience in a maintenance environment after completion of the TQ.
2. Sufficient physical strength, health and coordination to perform the duties and responsibilities of the job.
3. Demonstrated ability to communicate effectively and harmoniously with staff, students, parents, contractors and outside agencies.
4. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.
5. 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.

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Job Posting: Posting Detail

Posting: C2324-070

Closing Date: 06-Jun-2023

Position	Location	Assignment Type	Hours	Rate of Pay
Education Assistant	Learning Services	Continuing	29.0000	31.5900

Typical Duties/Assignment Description

Effective September 5, 2023.

This is an itinerant position based out of Learning Services working with students as assigned from grades K-12 who are encountering auditory and vision barriers that impact communication access and development of language, cognition, academics and socio-emotional well-being. The students' support needs range from pre-literacy/pre-numeracy through upper level academics, and hinge on facilitated communication adapted to their individual needs. Fluent linguistic skills in the mode of communication used by the student is essential.

Suitable EA's will have:

- acuity of vision and hearing and fine motor dexterity for managing ATE
- Grades K - 12 curricular competence to support academic learning
- resourcefulness for collecting and making communication support materials that range from digital to handcrafted
- strong English skills for notetaking and rewriting text
- the ability to sustain constant processing of the auditory environment and intensive delivery of the verbal information adjusted to students' needs
- effectively support student through technology (e.g., ATE, assistive technology)
- proficiency in ASL
- SD42 speechreadability screening pass

Personal care and lifting may be required. This position may be physically demanding and require full mobility, dexterity and strength.

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

Additional Information/Site Specific Expectations

These assignments may be subject to LIFtUP time of 2 hours/week or the Service Improvement Allocation of a half hour/week for general supervision of students before and/or after school.

Education and Experience/Mandatory Qualifications

In accordance with the "premiums for visual language interpretation, sign language, braille and deafblind intervention" letter of understanding, additional training/skills, potentially resulting in premium pay, are required as follows:

- SD42 speechreadability screening test PASS, and
- ASL Sign Language Proficiency rating of ASLPI 3+ / VII

Please note an ASL proficiency rating (ASLPI) will not be considered valid if it is more than 3 years since it was rated by an accredited ASLPI rater.

Additional Qualifications, Knowledge, Abilities & Skills

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Job Posting: Posting Detail

Posting: C2324-071

Closing Date: 06-Jun-2023

Position	Location	Assignment Type	Hours	Rate of Pay
Education Assistant	SD42 Alternative (Connex)	Continuing	29.0000	31.5900

Typical Duties/Assignment Description

Effective September 5, 2023.

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

This assignment may be subject to LIFtUP time of 2 hours/week or the Service Improvement Allocation of a half hour/week for general supervision of students before and/or after school.

Working with at risk and complex youth. An understanding of Trauma Informed Practice. Ability to work in a team environment. Ability to drive students to and from activities and to and from home. Ability to support students with academics (secondary school curriculum)

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.

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Job Posting: Posting Detail

Posting: C2324-072

Closing Date: 06-Jun-2023

Position	Location	Assignment Type	Hours	Rate of Pay
Education Assistant	Fairview Elementary	Continuing	28.0000	31.5900

Typical Duties/Assignment Description

Effective September 5, 2023.

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

This assignment may be subject to LIFtUP time of 2 hours/week or the Service Improvement Allocation of a half hour/week for general supervision of students before and/or after school.

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.

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