

Job Posting: Posting Detail

Posting: C2425-223

Closing Date: 05-Nov-2024

Position	Location	Assignment Type	Hours	Rate of Pay
Accounts Clerk	Samuel Robertson Tech	Time Duration	35.0000	30.6800

Typical Duties/Assignment Description

This is a time duration position until July 3, 2025; or return of incumbent. The hours per week indicated are while school is in session. Schedule is 7:30am to 3:30pm Monday to Friday.

Additional Information/Site Specific Expectations

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

Education and Experience/Mandatory Qualifications

- Successful completion of Grade 12 with course emphasis on business practices and procedures plus one year post-secondary courses in the accounting field.
- One (1) year experience in a computerized accounting environment or the equivalent training in the accounting field. Familiarity with school procedures is an asset.
- Ability to make arithmetical computations quickly and accurately. Thorough knowledge of bookkeeping.
- Ability to operate office equipment, computers and a variety of software programs with keyboarding skills at 50 net wpm.
- 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.
- 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: C2425-258

Closing Date: 05-Nov-2024

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

Typical Duties/Assignment Description

Effective immediately until March 14, 2025; or return of incumbent.

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: C2425-259

Closing Date: 05-Nov-2024

Position	Location	Assignment Type	Hours	Rate of Pay
Education Assistant	Eric Langton Elementary	Continuing	28.0000	34.7300

Typical Duties/Assignment Description

Effective immediately.

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: C2425-260

Closing Date: 05-Nov-2024

Position	Location	Assignment Type	Hours	Rate of Pay
Homestay Coordinator	International Education	Continuing	35.0000	32.0500

Typical Duties/Assignment Description

Effective immediately.

Working Tuesday to Saturday.

Works collaboratively with the larger International Education department in a business environment. Strong interpersonal, intercultural and communication skills required. Shift changes to accommodate for operational needs should be expected. Must be able to use personal vehicle for business use (transporting students) as required.

This Homestay Coordinator position supports families and students placed at two of our secondary schools, and several of our elementary schools. The position is office-based 3.5 days per week and school based 1.5 days per week. The successful candidate will work as part of a larger, collaborative team in a business-oriented environment.

Additional Information/Site Specific Expectations

Under the direction of the Principal of International Education, or designate, the Homestay Coordinator acts as an advocate for school aged international students. The Homestay Coordinator works to secure effective placements for international students. They liaise with homestay parents, students, ELL and other teachers and school staff, as well as outside agencies as required. The Homestay Coordinator completes home studies to assess potential homestay families and their home environment.

Education and Experience/Mandatory Qualifications

- High school graduation plus a course or program in International Education Services and a course in Conflict Resolution.
- Three years of relevant experience in homestay placement for international students.
- Proven ability to effectively communicate, verbally and in writing, in both English and a language other than English with people of different cultural backgrounds and levels of comprehension.
- Proficient with personal computers (Macintosh and PC) and a variety of software such as Access.
- Current knowledge of relevant agencies and applicable federal/provincial regulation of immigration and homestay placement.
- Proven judgment as it relates to assessing the safety and security of a potential homestay environment.
- Proven ability to provide guidance and resolve conflict situations.
- Proven ability to work as a team member as well as independently.
- Proven organizational skills.
- 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: C2425-261

Closing Date: 05-Nov-2024

Position	Location	Assignment Type	Hours	Rate of Pay
Indigenous Ed Support Worker	Indigenous Education	Time Duration	18.0000	32.0500

Typical Duties/Assignment Description

Effective immediately until June 25, 2025.

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

Fulfilling a support role, the Aboriginal Support Worker assists the Itinerant Teacher for Aboriginal Education by working with identified Aboriginal students within schools in the district. Provides support to classroom teachers in the training and/or education of students of Aboriginal origin, works with students on an individual or small group basis, and provides guidance and support in order to foster educational success.

Education and Experience/Mandatory Qualifications

Successful completion of Grade 12 and one year post-secondary education in First Nations Culture or equivalent experience.

Two (2) years experience maintaining effective working relationships with members of the Aboriginal community.

Experience/ability to work with students of Aboriginal origin in an academic setting.

Knowledge of the local Aboriginal culture, heritage and value systems.

Knowledge of the effects on Aboriginal students of cultural differences.

Ability to communicate effectively and work harmoniously as member of a team with students, staff, families and the Aboriginal community.

Good nurturing skills in order to develop a helping relationship with students while maintaining behaviour standards.

Flexibility and patience in order to work effectively with students of a variety of abilities, behaviours and maturity.

Good observation skills and the ability to keep accurate notes and records.

A willingness to participate in related in-service training.

A valid B.C. Driver's License.

Additional Qualifications, Knowledge, Abilities & Skills

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Job Posting: Posting Detail

Posting: C2425-262

Closing Date: 05-Nov-2024

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

Typical Duties/Assignment Description

Effective immediately until March 14, 2025; or return of incumbent.

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

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Job Posting: Posting Detail

Posting: C2425-263

Closing Date: 05-Nov-2024

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

Typical Duties/Assignment Description

Effective immediately until December 20, 2024; or return of incumbent.

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.
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- 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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Job Posting: Posting Detail

Posting: C2425-264

Closing Date: 05-Nov-2024

Position	Location	Assignment Type	Hours	Rate of Pay
Indigenous Ed Support Worker	International 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

Fulfilling a support role, the Aboriginal Support Worker assists the Itinerant Teacher for Aboriginal Education by working with identified Aboriginal students within schools in the district. Provides support to classroom teachers in the training and/or education of students of Aboriginal origin, works with students on an individual or small group basis, and provides guidance and support in order to foster educational success.

Education and Experience/Mandatory Qualifications

- Successful completion of Grade 12 and one year post-secondary education in First Nations Culture or equivalent experience.
- Two (2) years experience maintaining effective working relationships with members of the Aboriginal community.
- Experience/ability to work with students of Aboriginal origin in an academic setting.
- Knowledge of the local Aboriginal culture, heritage and value systems.
- Knowledge of the effects on Aboriginal students of cultural differences.
- Ability to communicate effectively and work harmoniously as member of a team with students, staff, families and the Aboriginal community.
- Good nurturing skills in order to develop a helping relationship with students while maintaining behaviour standards.
- Flexibility and patience in order to work effectively with students of a variety of abilities, behaviours and maturity.
- Good observation skills and the ability to keep accurate notes and records.
- A willingness to participate in related in-service training.
- A valid B.C. driver's license.

Additional Qualifications, Knowledge, Abilities & Skills

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