Job Posting: Posting Detail

Posting: C2021-323

Closing Date: 26-Jan-2021

Position	Location	Assignment Type	Hours	Rate of Pay
Education Assistant	Hammond Elementary	Time Duration	28.0000	29.7500

Typical Duties/Assignment Description

This is a time duration position effective immediatley until March 12, 2021; 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.

Working with students in and outside the classroom with a variety of needs.

Additional Information/Site Specific Expectations

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.

Education and Experience/Mandatory Qualifications

Additional Qualifications, Knowledge, Abilities & Skills

Job Posting: Posting Detail

Posting: C2021-324

Closing Date: 26-Jan-2021

Position	Location	Assignment Type	Hours	Rate of Pay
Administrative Coordinator	International Education	Continuing	35.0000	28.5900

Typical Duties/Assignment Description

The International Education Department runs as a professional business branch within the School District. The successful candidate should expect to assist with the coordination of international student services and events and liaise regularly with administrators, managers, school liaisons, host families and overseas/local partners. Experience working in a culturally diverse environment and as part of a larger collaborative team are assets. A portion of the role also supports the administrative function of Riverside Centre (eg internal room bookings). This position follows a 12-month schedule.

Additional Information/Site Specific Expectations

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.

Education and Experience/Mandatory Qualifications

Additional Qualifications, Knowledge, Abilities & Skills

Job Posting: Posting Detail

Posting: C2021-325

Closing Date: 26-Jan-2021

Position	Location	Assignment Type	Hours	Rate of Pay
General Clerk	Ridge Meadows College	Time Duration	30.0000	22.9700

Typical Duties/Assignment Description

This time duration position is effective as soon as possible until return of incumbent, but not beyond June 30, 2021. The successful candidate will provide clerical support to Ridge Meadows College in addition to five hours per week of clerical support to the District Library of resources. The hours per week are while school is in session.

Additional Information/Site Specific Expectations

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.

Education and Experience/Mandatory Qualifications

Additional Qualifications, Knowledge, Abilities & Skills

Job Posting: Posting Detail

Posting: C2021-326

Closing Date: 26-Jan-2021

Position	Location	Assignment Type	Hours	Rate of Pay
General Clerk	Fairview Elementary	Continuing	13.0000	22.9700
General Clerk	Glenwood Elementary	Continuing	13.0000	22.9700

Typical Duties/Assignment Description

This assigment starts as soon as possible working Monday to Friday between both school locations.The hours per week indicated are while school is in session and include the Service Improvement Allocation of one hour per week at each location.

Additional Information/Site Specific Expectations

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.

Education and Experience/Mandatory Qualifications

Additional Qualifications, Knowledge, Abilities & Skills