

Job Posting: Posting Detail

Posting: C2627-022

Closing Date: 09-Jun-2026

Position	Location	Assignment Type	Hours	Rate of Pay
Elementary Custodian 2	Riverside Centre	Continuing	40.0000	29.3300

Typical Duties/Assignment Description

Starting June 30, 2026, this position works afternoon shift and follows a 12 month schedule.

Additional Information/Site Specific Expectations

Performs a variety of custodial duties to ensure the safety, cleanliness and security of school facilities and grounds. Supervises custodial staff and orients new custodians.

Education and Experience/Mandatory Qualifications

- Successful completion of Grade 10 plus a Building Service Worker Certificate from a recognized college/institution and six (6) months experience or equivalent training and experience in an institutional setting plus three (3) months experience in a supervisory capacity.
- Knowledge of materials, methods and equipment used in custodial work.
- Knowledge of safety procedures related to work performed.
- Sufficient physical strength, health and coordination to perform the duties and responsibilities of the job.
- 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: C2627-027

Closing Date: 09-Jun-2026

Position	Location	Assignment Type	Hours	Rate of Pay
Elem School Secretary	Highland Park Elementary	Continuing	35.0000	32.0500

Typical Duties/Assignment Description

Starting **August 31, 2026**. The hours per week indicated are while school is in session.

Additional Information/Site Specific Expectations

Provides administrative services to the Principal/Vice Principal, general clerical services to the school, and assists in the administrative functions of the school. Acts as a liaison between Principal and staff members, students and the public.

Education and Experience/Mandatory Qualifications

- Successful completion of Grade 12 with course emphasis on business practices and procedures plus a special program in bookkeeping and/or accounting.
- Two (2) years practical experience in office administration, preferably in a school setting.
- Proficiency with office equipment, computers and a variety of software packages including word processing, spreadsheets and database applications with keyboard skills at a minimum of 60 net wpm with a high degree of accuracy.
- Ability to anticipate needs and set priorities to maintain an efficient and organized office environment.
- Demonstrated ability to communicate effectively and harmoniously with staff, students, parents, and visitors.
- Demonstrated ability to organize work flow and office systems such that work is prioritized to meet deadlines while dealing with distractions.
- Demonstrated ability to work at the level of independence and with the degree of confidentiality and initiative appropriate to the position.
- 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: C2627-029

Closing Date: 09-Jun-2026

Position	Location	Assignment Type	Hours	Rate of Pay
Dispatch Coordinator	District Education Office	Continuing	35.0000	32.0500

Typical Duties/Assignment Description

Starting **July 2, 2026**, this assignment works Monday to Friday 6am to 2pm and follows a 12 month schedule.

Additional Information/Site Specific Expectations

Performs a variety of administrative duties in the Human Resources Office with primary responsibility for the operation of the Automated Dispatch System (ADS). This work is often carried out under significant time constraints and involves last minute rescheduling, problem solving, advising schools of any replacement shortages, and offering suggestions/processing re-assignment.

Education and Experience/Mandatory Qualifications

1. Successful completion of Grade 12 with course emphasis on business practices and procedures or equivalent education at a recognized institution.
2. Two (2) years of progressive practical experience in office administration in an educational setting, including a minimum of one-year of in-district experience.
3. Proficiency with office equipment, personal computers and a variety of software packages including word processing, spreadsheets and database applications with keyboard skills at 50 net wpm.
4. Strong organizational skills in order to respond to and prioritize high volumes of work efficiently and effectively, with the ability to maintain composure under pressure.
5. Excellent customer service skills with the demonstrated ability to communicate effectively and harmoniously with staff, students, parents, outside agencies and visitors.
6. 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: C2627-030

Closing Date: 10-Jun-2026

Position	Location	Assignment Type	Hours	Rate of Pay
General Clerk	Westview Secondary	Time Duration	20.0000	27.2600

Typical Duties/Assignment Description

This is a time duration position starting **August 24, 2026** until July 2, 2027 or return of incumbent. This assignment works Monday to Friday, 10:30 am to 2:30 pm. The hours per week indicated are while school is in session.

Additional Information/Site Specific Expectations

Under the direction of the school principal or site-based Manager, performs a variety of routine clerical duties related to the administration of a school, library and/or office.

Education and Experience/Mandatory Qualifications

1. Successful completion of Grade 12 with course emphasis on business practices and procedures, plus six (6) months training and experience in clerical routines.
2. Proficiency with office equipment, 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.
3. Demonstrated ability to communicate effectively and harmoniously with staff, students, parents, contractors and visitors.
4. 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: C2627-031

Closing Date: 09-Jun-2026

Position	Location	Assignment Type	Hours	Rate of Pay
Child & Youth Care Worker	Alexander Robinson Elementary	Time Duration	14.0000	33.3800
Child & Youth Care Worker	Albion Elementary	Time Duration	14.0000	33.3800

Typical Duties/Assignment Description

Effective September 8, 2026 until June 25, 2027; or return of incumbent.

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

ARE - Tuesday, Friday and alternate Wednesdays

Albion - Monday, Thursday and alternate Wednesdays

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

As part of a multi-disciplinary team, will assist with the implementation of universal, targeted, and intensive supports to foster social/emotional learning within school communities. This work is performed in collaboration with the school-based team, under the direction of the counsellor, support teacher and/or classroom teacher, and under the supervision of the site-based administrator. Works with students individually or in groups during and/or outside school hours, on school premises, in students' home and in the community, as determined by their site-based supervisor. The job will vary according to the school context and needs of the environment.

Education and Experience/Mandatory Qualifications

- Successful completion of Grade 12 plus completion of the Child/Youth Care Worker Diploma program or equivalent experience.
- Six (6) months of practical experience working directly with at-risk students preferably in a school setting.
- Ability to work harmoniously as a member of a multi-disciplinary team.
- Ability to work without direct supervision and to communicate effectively within a work environment requiring a high degree of courtesy, tact and maintenance of confidentiality.
- Conflict resolution training combined with the ability to coach and support the development of life skills.
- Ability to intervene and diffuse potentially dangerous situations in line with District protocols, requiring successful completion of the Non-Violent Crisis Intervention training.
- Current knowledge of applicable social service agencies, programs, and school and community resources.
- 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:** C2627-032**Closing Date:** 09-Jun-2026

Position	Location	Assignment Type	Hours	Rate of Pay
Lunch Hour Supervisor	Highland Park Elementary	Continuing	5.0000	24.7900

Typical Duties/Assignment Description

Effective September 8, 2026.

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:** C2627-033**Closing Date:** 09-Jun-2026

Position	Location	Assignment Type	Hours	Rate of Pay
Education Assistant	Kanaka Creek Elementary	Continuing	28.0000	34.7300

Typical Duties/Assignment Description

Effective September 8, 2026.

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: C2627-034

Closing Date: 09-Jun-2026

Position	Location	Assignment Type	Hours	Rate of Pay
Education Assistant	Learning Services	Continuing	29.0000	34.7300

Typical Duties/Assignment Description

Effective September 8, 2026.

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 (may entail premium payment):

- **proficiency in ASL**
- **SD42 speechreadability screening pass**
- 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)

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

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: C2627-035

Closing Date: 09-Jun-2026

Position	Location	Assignment Type	Hours	Rate of Pay
Education Assistant	Maple Ridge Secondary	Time Duration	29.0000	34.7300

Typical Duties/Assignment Description

Effective September 8, 2026 until June 25, 2027; 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.

Job Posting: Posting Detail**Posting:** C2627-036**Closing Date:** 09-Jun-2026

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

Typical Duties/Assignment Description

Effective September 8, 2026.

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:** C2627-037**Closing Date:** 09-Jun-2026

Position	Location	Assignment Type	Hours	Rate of Pay
Education Assistant	Davie Jones Elementary	Time Duration	28.0000	34.7300

Typical Duties/Assignment Description

Effective September 8, 2026 until June 25, 2027; 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.