

Job Posting: Posting Detail

Posting: C2627-032

Closing Date: 18-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: C2627-040

Closing Date: 18-Jun-2026

Position	Location	Assignment Type	Hours	Rate of Pay
Elem School Secretary 2	Alouette 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. Coordinates the workflow of the office and acts as liaison between Principal, Vice Principal, 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.
- A course in Supervisory Skills or equivalent training and experience plus 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 assign, direct and monitor the work of others, anticipate needs and set priorities to maintain an efficient and harmonious 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

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