

## Job Posting: Posting Detail

**Posting:** C2425-317

**Closing Date:** 05-Dec-2024

Position	Location	Assignment Type	Hours	Rate of Pay
Education Assistant	<a href="#">Harry Hooge Elementary</a>	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](http://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: C2425-220

Closing Date: 05-Dec-2024

Position	Location	Assignment Type	Hours	Rate of Pay
Education Assistant	<a href="#">Pitt Meadows Elementary</a>	Continuing	28.0000	34.7300

### Typical Duties/Assignment Description

Effective immediately.

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

***Bilingual in French and English (oral and written fluency in French and English are required). The qualified applicant will receive a 4% language premium.***

### 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:** C2425-335

**Closing Date:** 05-Dec-2024

Position	Location	Assignment Type	Hours	Rate of Pay
Elem School Secretary 2	<a href="#">Kanaka Creek Elementary</a>	Continuing	35.0000	32.0500

### Typical Duties/Assignment Description

Starting **February 3, 2025**, this assignment follows the Kanaka Creek calendar and 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

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](http://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: C2425-334

Closing Date: 05-Dec-2024

Position	Location	Assignment Type	Hours	Rate of Pay
Elem School Secretary	Blue Mountain Elementary	Time Duration	35.0000	32.0500

### Typical Duties/Assignment Description

This is a time duration position starting December 16, 2024 until March 14, 2025; or return of incumbent. 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.

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