

Job Posting: Posting Detail

Posting: C2526-387

Closing Date: 05-Feb-2026

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

Typical Duties/Assignment Description

Effective immediately until May 10, 2026; or return of incumbent.

Working Sunday to Thursday. This position follows a 12 month schedule.

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: C2526-388

Closing Date: 05-Feb-2026

Position	Location	Assignment Type	Hours	Rate of Pay
Education Assistant	Albion 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

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Job Posting: Posting Detail

Posting: C2526-389

Closing Date: 05-Feb-2026

Position	Location	Assignment Type	Hours	Rate of Pay
Lunch Hour Supervisor	Alouette Elementary	Time Duration	5.0000	24.7900

Typical Duties/Assignment Description

Effective immediately until June 24, 2026; 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

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

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Job Posting: Posting Detail

Posting: C2526-390

Closing Date: 05-Feb-2026

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 June 24, 2026.

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

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Job Posting: Posting Detail

Posting: C2526-391

Closing Date: 05-Feb-2026

Position	Location	Assignment Type	Hours	Rate of Pay
Education Assistant	Thomas Haney Secondary	Time Duration	29.0000	34.7300

Typical Duties/Assignment Description

Effective immediately until June 24, 2026; 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

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