

Job Posting: Posting Detail**Posting:** C2627-169**Closing Date:** 07-Oct-2026

Position	Location	Assignment Type	Hours	Rate of Pay
General Clerk	International Education	Time Duration	35.0000	28.9200

Typical Duties/Assignment Description

This is a time duration starting November 2, 2026 to April 28, 2028; or return of incumbent. This position follows a 12 month calendar.

Must work collaboratively with clerical team and department. Intercultural skills an asset and job duties are specific to position.

The acceptance of this assignment includes a commitment to complete the full posted duration. Employees are expected to remain in the assignment for its entirety and may not voluntarily end the assignment to return to casual status or to accept another time duration assignment prior to its completion.

Additional Information/Site Specific Expectations

Under the direction of the school Principal or site-based Manager, performs a range of clerical support responsibilities related to the administration of a school, library and/or office.

Education and Experience/Mandatory Qualifications

- Successful completion of Grade 12 with course emphasis on business practices and procedures, plus (6) months training and experience in clerical routines.
- Proficiency with office equipment, personal 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.
- 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.

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:** C2627-177**Closing Date:** 07-Oct-2026

Position	Location	Assignment Type	Hours	Rate of Pay
Admin Secretary	Learning Services	Continuing	35.0000	32.5500

Typical Duties/Assignment Description

Starting November 2, 2026. The hours per week indicated are while school is in session.

Additional Information/Site Specific Expectations

Reporting to the principal or department manager, provides administrative support services to a department supervisor and assists in the administrative functions of the department.

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 years practical experience in office and clerical routine, preferably in a school system.
- Ability to operate office equipment and computers with keyboarding skills at a minimum of 60 net wpm. Intermediate proficiency with a variety of software, including word processing, spreadsheets, presentation and database programs. Must be familiar with computerized student record tracking systems.
- Demonstrated ability to communicate effectively with staff, students, parents and visitors and to function harmoniously in an office environment.
- Demonstrated ability to work at the level of independence, maintain confidentiality and take initiative appropriate to the position.
- Demonstrated organization skills to prioritize work and meet deadlines.

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:** C2627-181**Closing Date:** 07-Oct-2026

Position	Location	Assignment Type	Hours	Rate of Pay
Education Assistant	Highland Park Elementary	Time Duration	28.0000	36.8400

Typical Duties/Assignment Description

Effective immediately until June 24, 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 that acceptance of this assignment includes a commitment to complete the full posted duration. Employees are expected to remain in the assignment for its entirety and may not voluntarily end the assignment to return to casual status or to accept another time duration assignment prior to its completion.

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:** C2627-182**Closing Date:** 07-Oct-2026

Position	Location	Assignment Type	Hours	Rate of Pay
Education Assistant	Alouette Elementary	Continuing	28.0000	36.8400

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

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:** C2627-183**Closing Date:** 07-Oct-2026

Position	Location	Assignment Type	Hours	Rate of Pay
Education Assistant	Westview Secondary	Continuing	29.0000	36.8400

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

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.