

Job Posting: Posting Detail

Posting: C2627-001

Closing Date: 26-May-2026

Position	Location	Assignment Type	Hours	Rate of Pay
Food Programs Assistant	Riverside Centre	Time Duration	25.0000	27.2600

Typical Duties/Assignment Description

This is a time duration position starting **September 8, 2026** until June 24, 2027, working Tuesday to Friday 8:30am to 3:15pm . The hours per week indicated are while school is in session.

Additional Information/Site Specific Expectations

Under the direction of the Program Manager, this position provides district-wide support for school-based food and nutrition programs. The role focuses on basic procurement/ordering of food, supplies, and small equipment, along with the delivery and distribution of these items to schools.

Education and Experience/Mandatory Qualifications

1. Successful completion of Grade 12 and 6-months' experience in a related environment such as delivery, warehouse/stock work, grocery, restaurant or cafeteria operations, or other settings involving basic purchasing, ordering, or low-level procurement tasks.
2. Ability to safely operate a vehicle and knowledge of proper lifting, storing, and loading practices.
3. Sufficient physical strength, stamina, and coordination to lift and move food boxes and supplies.
4. Basic computer skills, including email, online ordering platforms, and simple record entry.
5. Demonstrated ability to communicate courteously with staff, vendors, and community partners.
6. Demonstrated ability to work independently, manage time effectively, and follow established routines.
7. 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: C2627-002

Closing Date: 26-May-2026

Position	Location	Assignment Type	Hours	Rate of Pay
Plumber/Gas Fitter	Maintenance	Continuing	40.0000	40.7600

Typical Duties/Assignment Description

Starting **July 1, 2026**. This assignment works day shift and follows a 12 month schedule.

Additional Information/Site Specific Expectations

Performs maintenance on the plumbing and heating systems of the physical plant, and the internal systems of the plant that are associated with the plumbing and heating trade, to ensure the safety and full use of buildings and facilities. Inspects, tests, and maintains District fire protection systems.

Education and Experience/Mandatory Qualifications

- Trades Qualification (TQ) Certificate in Plumbing plus two (2) years' experience in a maintenance environment after completion of the TQ.
- Hold and maintain a Gasfitter Class 'B' Contractor's License along with the ASTTBC Fire Protection Technician Certification.
- 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 outside agencies.
- 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

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Job Posting: Posting Detail

Posting: C2627-003

Closing Date: 26-May-2026

Position	Location	Assignment Type	Hours	Rate of Pay
General Clerk	Harry Hooge Elementary	Continuing	12.0000	26.8800
General Clerk	Edith McDermott Elementary	Continuing	12.0000	26.8800

Typical Duties/Assignment Description

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

Work schedule is split between the two locations and will include 1 hour per week at each (to June 29, 2027) for the Service Improvement allocation for a total of 26 hours per week.

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

- Successful completion of Grade 12 with course. emphasis on business practices and procedures or one (1) year training and experience in office and clerical routine.
- 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

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Job Posting: Posting Detail

Posting: C2627-004

Closing Date: 26-May-2026

Position	Location	Assignment Type	Hours	Rate of Pay
Elem School Secretary	Ci:tmexw Environmental Community	Continuing	16.0000	32.0500
Elem School Secretary	SD42 Alternative (Connex)	Continuing	19.0000	32.0500

Typical Duties/Assignment Description

Starting **August 24, 2026**. The hours per week indicated are while school is in session. Physical work location is Arthur Peake Centre.

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

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Job Posting: Posting Detail

Posting: C2627-005

Closing Date: 26-May-2026

Position	Location	Assignment Type	Hours	Rate of Pay
Administrative Coordinator	Maple Ridge Secondary	Continuing	35.0000	33.3800

Typical Duties/Assignment Description

Starting **August 24, 2025**. The hours per week indicated are while school is in session

Additional Information/Site Specific Expectations

Under the supervision of the Principal/Manager, provides a variety of administrative and clerical services in an office environment. Coordinates, assigns, directs and monitors the work of the office and acts as liaison between the P/VP/Manager and staff members, students, parents, suppliers, and the public. Coordinates and/or performs the work of other clerical staff during their absence.

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 five (5) years practical experience in office administration with emphasis on computer programs and accounting.
- Ability to operate office equipment, switchboards, computers, and a variety of software programs, including spreadsheets, databases, presentations, and word processing, with keyboard skills at a minimum of 60 net wpm. Must be familiar with computerized student information systems.
- 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 organize work flow and office procedures such that work is prioritized to meet deadlines while dealing with distractions.
- Ability to make arithmetical computations quickly and accurately.
- 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

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Job Posting: Posting Detail

Posting: C2627-006

Closing Date: 26-May-2026

Position	Location	Assignment Type	Hours	Rate of Pay
Records Clerk	Garibaldi Secondary	Continuing	35.0000	29.3300

Typical Duties/Assignment Description

Starting **August 24, 2026**. The hours per week indicated are while school is in session.

Additional Information/Site Specific Expectations

Under the direction of the school principal, the primary focus of this position involves the processing of student information records as well as performing a variety of clerical duties in a school or office environment.

Education and Experience/Mandatory Qualifications

- Successful completion of Grade 12 with course emphasis on business practices and procedures.
- One (1) year relevant experience working in a school environment.
- Thorough knowledge of student records systems, with the ability to process data quickly and accurately.
- Proficiency with personal computers and a variety of software packages including word processing and spreadsheet applications with keyboard skills at 50 net wpm.
- Demonstrated ability to communicate effectively and harmoniously with staff, students, parents, contractors, visitors and outside agencies.
- Demonstrated ability to work at the level of independence and with the degree of initiative and attention to detail appropriate to the position.

Additional Qualifications, Knowledge, Abilities & Skills

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Job Posting: Posting Detail

Posting: C2627-007

Closing Date: 26-May-2026

Position	Location	Assignment Type	Hours	Rate of Pay
Accounts Clerk	Samuel Robertson Tech	Time Duration	35.0000	30.6800

Typical Duties/Assignment Description

This is a time duration position starting **August 24, 2026** to *December 31, 2026* or return of incumbent.

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

Additional Information/Site Specific Expectations

Performs a variety of duties in a school or office environment with an emphasis on bookkeeping and accounting.

Education and Experience/Mandatory Qualifications

- Successful completion of Grade 12 with course emphasis on business practices and procedures plus one year post-secondary courses in the accounting field.
- One (1) year experience in a computerized accounting environment or the equivalent training in the accounting field. Familiarity with school procedures is an asset.
- Ability to make arithmetical computations quickly and accurately. Thorough knowledge of bookkeeping.
- Ability to operate office equipment, computers and a variety of software programs with keyboarding skills at 50 net wpm.
- 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

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Job Posting: Posting Detail**Posting:** C2627-008**Closing Date:** 26-May-2026

Position	Location	Assignment Type	Hours	Rate of Pay
Education Assistant	Alexander Robinson 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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