Job Posting: Posting Detail

Posting: C2627-261

Closing Date: 24-Nov-2026

Position	Location	Assignment Type	Hours	Rate of Pay
General Clerk	Kanaka Creek Elementary	Continuing	25.0000	28.9200

Typical Duties/Assignment Description

Starting as soon as possible, this position will have an additional 3 hours per week top up to June 30, 2027. This position works Monday to Friday, 8:00 am to 2:06 pm and follows the Kanaka Creek schedule. The hours per week indicated are while school is in session.

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

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: C2627-252

Closing Date: 24-Nov-2026

Position	Location	Assignment Type	Hours	Rate of Pay
Lunch Hour Supervisor	Davie Jones Elementary	Continuing	5.0000	26.3000

Typical Duties/Assignment Description

Starting November 23, 2026. This assingment works Monday to Thursday 11:50 am to 12:40 pm and Fridays 11:50 am to 1:30 pm.

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: C2627-258

Closing Date: 24-Nov-2026

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

Typical Duties/Assignment Description

Starting as soon as possible. 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: C2627-257

Closing Date: 24-Nov-2026

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

Typical Duties/Assignment Description

Starting as soon as possible. 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: C2627-256

Closing Date: 24-Nov-2026

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

Typical Duties/Assignment Description

This is a time duration position starting as soon as possible until June 30, 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: C2627-255

Closing Date: 24-Nov-2026

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

Typical Duties/Assignment Description

This is a time duration position starting as soon as possible until June 30, 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: C2627-254

Closing Date: 24-Nov-2026

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

Typical Duties/Assignment Description

This is a time duration position starting as soon as possible 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: C2627-253

Closing Date: 24-Nov-2026

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

Typical Duties/Assignment Description

Starting as soon as possible and 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: C2627-259

Closing Date: 24-Nov-2026

Position	Location	Assignment Type	Hours	Rate of Pay
ICY Team Care Coordinator	Safe and Caring Schools	Time Duration	35.0000	36.8400

Typical Duties/Assignment Description

This is a time duration starting January 4, 2027 to June 30, **2028**; or return of incumbent. This itinerant assignment follow a 12 month schedule and will be staffed at one of the ICY hubs or elementary schools.

As part the Safe & Caring Schools department and an integral member of the Integrated Child & Youth (ICY) multi-disciplinary team, provides emotional supports and assists with facilitating students' connection to care for mental health and substance use. Under the supervision of the ICY Clinical Counsellor, this position supports early intervention initiatives, primarily focused on children K-7 and their families, fosters the development of social and life skills, and provides information on and assistance with navigating wrap-around mental health services and supports for students and families. The ICY Team Care Coordinator works with students individually or in groups during and/or outside school hours, at ICY Hubs, on school premises, in students' homes and in the community.

Additional Information/Site Specific Expectations

- Develops a purposeful relationship that is based on trust, consistency, strong boundaries, and stability with students and their family members, providing support and guidance to students with mental health and/or substance use challenges.
- Demonstrates positive role modeling with students in supporting their engagement and participation in ICY team and community services.
- Assists students and their families to identify and navigate health and social resources to support mental health and/or recovery. Assists with related forms and paperwork and may accompany students to meetings or appointments as assigned by the supervisor.
- Collaborates with ICY team in planning, implementing, monitoring, and maintaining individual and/or group programs that support positive behaviour, mental health and wellness, substance use recovery, relapse prevention, communication, and emotional and social skills development.
- As established by the ICY Clinical Counsellor, supports students to achieve the goals and objectives of their plan, with supports aligned to ICY practice principles to be culturally safe, inclusive, trauma-informed, and student/family and Nation/community centered.
- Promotes, plans, and supports students' participation in recreational and social activities, encouraging them to be active and involved in their own health.
- Assists in the documentation, maintenance of records, and reporting appropriate to the ICY programs and student plans. Monitors student participation and progress, follows up, and actively addresses issues related to student engagement.

Education and Experience/Mandatory Qualifications

- Successful completion of Grade 12 plus completion of the Child/Youth Care Worker Diploma program or equivalent combination of education and relevant experience.
- Two (2) years of practical experience working directly with at-risk students, including those with mental health and/or substance use issues.
- Sound mental health literacy and knowledge of trauma-informed practices, the principles of harm-reduction, and related activities.
- Ability to actively listen, observe, and recognize changes in children and articulate those changes to others on the care team.
- Ability to work harmoniously as a member of a multi-disciplinary team, being self-initiating with a high degree of self-awareness of professional boundaries.
- Ability to work without direct supervision combined with strong communication skills, including conflict resolution and problem-solving skills, employing a high degree of tact, discretion, and confidentiality.
- Basic computer skills including Microsoft Office (Word, Excel, Outlook) as well as the ability to keep accurate notes and records.
- Demonstrated ability to coach and support the development of life and social skills.
- Current knowledge of social, mental health, substance use, and community resources, agencies, and supports.
- A valid B.C. driver's license.
- Successful completion of Grade 12 plus completion of the Child/Youth Care Worker Diploma program or equivalent combination of education and relevant experience.

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.