

Job Posting: Posting Detail

Posting: C2425-036

Closing Date: 13-Aug-2024

Position	Location	Assignment Type	Hours	Rate of Pay
Elem School Secretary 2	Alexander Robinson Elementary	Time Duration	35.0000	32.0500

Typical Duties/Assignment Description

This is a time duration position starting **August 26, 2024** until June 30, 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. 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 under the Business Function HUMAN RESOURCES tab at the top of the page.

Job Posting: Posting Detail

Posting: C2425-048

Closing Date: 13-Aug-2024

Position	Location	Assignment Type	Hours	Rate of Pay
General Clerk	Alouette Elementary	Time Duration	7.0000	26.1000

Typical Duties/Assignment Description

This is a time duration starting **September 6, 2024 to December 20, 2024**; or return of incumbent, working Fridays, 8:00am to 3:30 pm. 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: C2425-063

Closing Date: 13-Aug-2024

Position	Location	Assignment Type	Hours	Rate of Pay
Child & Youth Care Worker	Garibaldi Secondary	Time Duration	29.0000	33.0600

Typical Duties/Assignment Description

Effective September 3, 2024 to June 25, 2025; 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

As part of a multi-disciplinary team, will assist with the implementation of universal, targeted, and intensive supports to foster social/emotional learning within school communities. This work is performed in collaboration with the school-based team, under the direction of the counsellor, support teacher and/or classroom teacher, and under the supervision of the site-based administrator. Works with students individually or in groups during and/or outside school hours, on school premises, in students' home and in the community, as determined by their site-based supervisor. The job will vary according to the school context and needs of the environment.

Education and Experience/Mandatory Qualifications

Successful completion of Grade 12 plus completion of the Child/Youth Care Worker Diploma program or equivalent experience.

Six (6) months of practical experience working directly with at-risk students preferably in a school setting.

Ability to work harmoniously as a member of a multi-disciplinary team.

Ability to work without direct supervision and to communicate effectively within a work environment requiring a high degree of courtesy, tact and maintenance of confidentiality.

Conflict resolution training combined with the ability to coach and support the development of life skills.

Ability to intervene and diffuse potentially dangerous situations in line with District protocols, requiring successful completion of the Non-Violent Crisis Intervention training.

Current knowledge of applicable social service agencies, programs, and school and community resources.

A valid BC 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: C2425-066

Closing Date: 13-Aug-2024

Position	Location	Assignment Type	Hours	Rate of Pay
Lunch Hour Supervisor	Kanaka Creek Elementary	Continuing	5.0000	24.5500

Typical Duties/Assignment Description

Effective immediately.

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

This assignment follows the Kanaka Creek calendar.

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: C2425-067

Closing Date: 13-Aug-2024

Position	Location	Assignment Type	Hours	Rate of Pay
Lunch Hour Supervisor	Alexander Robinson Elementary	Continuing	5.0000	24.5500

Typical Duties/Assignment Description

Effective immediately.

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

This assignment follows the Kanaka Creek calendar.

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: C2425-068

Closing Date: 13-Aug-2024

Position	Location	Assignment Type	Hours	Rate of Pay
Education Assistant	Thomas Haney Secondary	Time Duration	29.0000	34.3900

Typical Duties/Assignment Description

Effective September 3, 2024 to June 25, 2025.

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

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: C2425-070

Closing Date: 13-Aug-2024

Position	Location	Assignment Type	Hours	Rate of Pay
Education Assistant	Alexander Robinson Elementary	Continuing	28.0000	34.3900

Typical Duties/Assignment Description

Effective September 3, 2024.

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

This assignment may be subject to LIFtUP time of 2 hours/week or the Service Improvement Allocation of a half hour/week for general supervision of students before and/or after school.

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: C2425-073

Closing Date: 13-Aug-2024

Position	Location	Assignment Type	Hours	Rate of Pay
Education Assistant	Golden Ears Elementary	Continuing	28.0000	34.3900

Typical Duties/Assignment Description

Effective September 3, 2024.

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

This assignment may be subject to LIFtUP time of 2 hours/week or the Service Improvement Allocation of a half hour/week for general supervision of students before and/or after school.

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.