

## Job Posting: Posting Detail

**Posting:** C2425-386

**Closing Date:** 28-Jan-2025

Position	Location	Assignment Type	Hours	Rate of Pay
Administrative Clerk	Maintenance	Continuing	35.0000	29.3300

### Typical Duties/Assignment Description

Starting February 3, 2025, this assignment follows a 12 month schedule.

### Additional Information/Site Specific Expectations

Under the direction of the department manager, performs a variety of clerical duties related to the administration of the Maintenance department and trades work order system.

### Education and Experience/Mandatory Qualifications

1. Successful completion of grade 12 with course emphasis on business practices and procedures or equivalent training and experience.
2. One (1) year clerical experience, preferably in a maintenance or construction department dispatching maintenance calls, ordering materials, or other similar duties.
3. Ability to work under pressure with limited supervision. Must have excellent organizational skills and ability to take initiative.
4. Ability to operate office equipment and computer software programs with keyboarding skills at a minimum of 50 wpm.
5. Demonstrated ability to communicate effectively and harmoniously with staff, contractors, suppliers and visitors.
6. 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. The link to the JOB DESCRIPTION LIST can be found in the left column.

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### Job Posting: Posting Detail

Posting: C2425-388

Closing Date: 28-Jan-2025

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

#### Typical Duties/Assignment Description

Effective February 3, 2025 to March 14, 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

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: C2425-333

Closing Date: 28-Jan-2025

Position	Location	Assignment Type	Hours	Rate of Pay
Lunch Hour Supervisor	Edith McDermott Elementary	Continuing	5.0000	24.7900

#### Typical Duties/Assignment Description

Effective Janaury 6, 2025.

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

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## Job Posting: Posting Detail

**Posting:** C2425-360

**Closing Date:** 28-Jan-2025

Position	Location	Assignment Type	Hours	Rate of Pay
Indigenous Ed Support Worker	Indigenous Education	Continuing	30.0000	32.0500

### Typical Duties/Assignment Description

Effective immediately.

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

Applicants are advised that pursuant to "Special Program" approval of Section 42(3) of the Human Rights Code by the BC Human Rights Commission, preference may be given to applications of Aboriginal Ancestry. Applicants of Aboriginal Ancestry should clearly indicate their ancestry/status on their application.

### Additional Information/Site Specific Expectations

Fulfilling a support role, the Aboriginal Support Worker assists the Itinerant Teacher for Aboriginal Education by working with identified Aboriginal students within schools in the district. Provides support to classroom teachers in the training and/or education of students of Aboriginal origin, works with students on an individual or small group basis, and provides guidance and support in order to foster educational success.

### Education and Experience/Mandatory Qualifications

- Successful completion of Grade 12 and one year post-secondary education in First Nations Culture or equivalent experience.
- Two (2) years experience maintaining effective working relationships with members of the Aboriginal community.
- Experience/ability to work with students of Aboriginal origin in an academic setting.
- Knowledge of the local Aboriginal culture, heritage and value systems.
- Knowledge of the effects on Aboriginal students of cultural differences.
- Ability to communicate effectively and work harmoniously as member of a team with students, staff, families and the Aboriginal community.
- Good nurturing skills in order to develop a helping relationship with students while maintaining behaviour standards.
- Flexibility and patience in order to work effectively with students of a variety of abilities, behaviours and maturity.
- Good observation skills and the ability to keep accurate notes and records.
- A willingness to participate in related in-service training.
- 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:** C2425-265

**Closing Date:** 28-Jan-2025

Position	Location	Assignment Type	Hours	Rate of Pay
Indigenous Ed Support Worker	Indigenous Education	Time Duration	6.0000	32.0500

### Typical Duties/Assignment Description

Effective immediately until June 25, 2025; or return of incumbent working Wednesdays.

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.

Applicants are advised that pursuant to "Special Program" approval of Section 42(3) of the Human Rights Code by the BC Human Rights Commission, preference may be given to applications of Aboriginal Ancestry. Applicants of Aboriginal Ancestry should clearly indicate their ancestry/status on their application.

### Additional Information/Site Specific Expectations

Fulfilling a support role, the Aboriginal Support Worker assists the Itinerant Teacher for Aboriginal Education by working with identified Aboriginal students within schools in the district. Provides support to classroom teachers in the training and/or education of students of Aboriginal origin, works with students on an individual or small group basis, and provides guidance and support in order to foster educational success.

### Education and Experience/Mandatory Qualifications

- Successful completion of Grade 12 and one year post-secondary education in First Nations Culture or equivalent experience.
- Two (2) years experience maintaining effective working relationships with members of the Aboriginal community.
- Experience/ability to work with students of Aboriginal origin in an academic setting.
- Knowledge of the local Aboriginal culture, heritage and value systems.
- Knowledge of the effects on Aboriginal students of cultural differences.
- Ability to communicate effectively and work harmoniously as member of a team with students, staff, families and the Aboriginal community.
- Good nurturing skills in order to develop a helping relationship with students while maintaining behaviour standards.
- Flexibility and patience in order to work effectively with students of a variety of abilities, behaviours and maturity.
- Good observation skills and the ability to keep accurate notes and records.
- A willingness to participate in related in-service training.
- A valid B.C. driver's license.

### Additional Qualifications, Knowledge, Abilities & Skills

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**Job Posting: Posting Detail**

**Posting:** C2425-386

**Closing Date:** 28-Jan-2025

<b>Position</b>	<b>Location</b>	<b>Assignment Type</b>	<b>Hours</b>	<b>Rate of Pay</b>
Administrative Clerk	Maintenance	Continuing	35.0000	29.3300

**Typical Duties/Assignment Description**

Starting February 3, 2025, this assignment follows a 12 month schedule.

**Additional Information/Site Specific Expectations**

Under the direction of the department manager, performs a variety of clerical duties related to the administration of the Maintenance department and trades work order system.

**Education and Experience/Mandatory Qualifications**

1. Successful completion of grade 12 with course emphasis on business practices and procedures or equivalent training and experience.
2. One (1) year clerical experience, preferably in a maintenance or construction department dispatching maintenance calls, ordering materials, or other similar duties.
3. Ability to work under pressure with limited supervision. Must have excellent organizational skills and ability to take initiative.
4. Ability to operate office equipment and computer software programs with keyboarding skills at a minimum of 50 wpm.
5. Demonstrated ability to communicate effectively and harmoniously with staff, contractors, suppliers and visitors.
6. 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:** C2425-391

**Closing Date:** 28-Jan-2025

Position	Location	Assignment Type	Hours	Rate of Pay
Education Assistant	Maple Ridge Secondary	Time Duration	29.0000	34.7300

### Typical Duties/Assignment Description

Effective immediately until March 14, 2025; or return of incumbent.

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.

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](http://inside.sd42.ca) under the Business Function HUMAN RESOURCES tab at the top of the page.

## Job Posting: Posting Detail

**Posting:** C2425-390

**Closing Date:** 28-Jan-2025

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 March 14, 2025; or return of incumbent.

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.

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:** C2425-389

**Closing Date:** 28-Jan-2025

Position	Location	Assignment Type	Hours	Rate of Pay
Education Assistant	Yennadon Elementary	Time Duration	28.0000	34.7300

### Typical Duties/Assignment Description

Effective February 3, 2025 until March 14, 2025; or return of incumbent.

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.

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: C2425-387

Closing Date: 28-Jan-2025

Position	Location	Assignment Type	Hours	Rate of Pay
Education Assistant	Maple Ridge Secondary	Continuing	29.0000	34.7300

**Typical Duties/Assignment Description**

Effective January 31, 2025.

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:** C2425-377

**Closing Date:** 28-Jan-2025

Position	Location	Assignment Type	Hours	Rate of Pay
Education Assistant	Kanaka Creek Elementary	Time Duration	5.6000	34.7300

### Typical Duties/Assignment Description

Effective immediately to June 25, 2025; or return of incumbent **working Wednesdays**.

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.

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.