

**SCHOOL DISTRICT NO. 53 (Okanagan Similkameen)**

**POSITION VACANCY**

**June 11, 2018**

**This posting is for internal applicants only (i.e. those with seniority).**

**EDUCATION ASSISTANT (POPARD)**

**POSTING NO. C21-2018/19**

27.5 hours per week – regular  
Commencing September 4, 2018  
10 months per year on days when school is in session

**LOCATION:**

Cawston Primary School

**CLOSING DATE:**

June 18, 2018 at 3:00 pm

It is the **responsibility of the applicant** to ensure their application is received at the School Board Office by the closing date.

**WAGE:**

Job 104 - pay grade F per Collective Agreement

**DUTIES AND  
REQUIRED QUALIFICATIONS:**

Per attached job description

Please forward application to:

S. Trower, Manager of Human Resources  
School District No. 53 (Okanagan Similkameen)  
email to [employment@sd53.bc.ca](mailto:employment@sd53.bc.ca) **OR** fax 250-498-4070

**NOTE:** If you are applying for a position that is different from the one you currently hold, you are required to include a point form list which demonstrates how your skills and experience correspond to each of the listed qualifications. Failure to show how you meet each of the qualifications will result in your application not being considered.

Distribution: all sites (for immediate posting) and CUPE Local 523

**School District No. 53 (Okanagan Similkameen)**  
**Job Description**

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**JOB TITLE:** EDUCATION ASSISTANT

**JOB NUMBER:** 104

**RESPONSIBLE TO:** Principal or Designate

**JOB SUMMARY:** Under the supervision of the principal or designate, and the guidance of the classroom and special education teachers, the education assistant provides assistance to students.

**ILLUSTRATIVE EXAMPLES OF JOB DUTIES AND RESPONSIBILITIES:**

1. participate in the implementation of adaptations and modifications as outlined in the Individual Education Plan (IEP);
2. assist students in the development of effective strategies in areas such as academics, social, emotional, and behavioural;
3. monitor student progress through the collection of objective data as requested;
4. provide personal care coverage;
5. supervise, promote and facilitate student involvement;
6. utilize technology to support student learning, such as SET-BC equipment and Kurzweil;
7. attend meetings and accompany students on field trips as requested;
8. keep current by participating in job-related training and staff development;
9. communicate positively and effectively, and interact as a collaborative and consultative team member;
10. understand and act in accordance with school and district policies and procedures, district Health & Safety Manual and WorkSafeBC regulations;
11. maintain confidentiality; and
12. other duties as assigned.

**REQUIRED QUALIFICATIONS:**

1. grade 12 graduation plus completion of approved certified education assistant program or equivalent;
2. four months recent experience working with children in a structured program or classroom setting;
3. demonstrated knowledge in literacy and numeracy;
4. other education/experience as required for specific posting;
5. ability to learn and perform personal and specialized care procedures;
6. demonstrated computer literacy skills including the ability to integrate the use of technology to support an effective learning environment;
7. demonstrated ability to work as part of a team;
8. effective communication skills in verbal, written and electronic format;
9. strong problem-solving and organizational skills; and
10. physical ability to perform all aspects of the position.

Rev November 23, 2017

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**Note:** Clear criminal record checks are required prior to employment with the district.