

SCHOOL DISTRICT NO. 53 (Okanagan Similkameen)

POSITION VACANCY

October 6, 2025

POSTING NO. C46-2025/26

EDUCATION ASSISTANT
27.5 hours per week – regular
Plus 0.5 temporary SSLIF hour per week

Commencing November 12, 2025
On days when school is in session

LOCATION: Similkameen Elementary Secondary School

CLOSING DATE: November 10, 2025 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 employment@sd53.bc.ca OR fax 250-498-4070

INTERNAL APPLICANTS: If applying for a position different from the one you currently hold include information to demonstrate how your skills/education/experience correspond to the job description qualifications and provide relevant documentation.

EXTERNAL APPLICANTS: Information can be found at <https://www.sd53.bc.ca/apps/pages/ApplicationGuidelines>

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

School District No. 53 (Okanagan Similkameen)
Job Description

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 support teacher(s), the education assistant implements supports for students.

ILLUSTRATIVE EXAMPLES OF JOB DUTIES AND RESPONSIBILITIES:

1. participate in the implementation of supports as outlined in the Individual Education Plan (IEP);
2. assist students with effective strategies for personal, social and intellectual competencies;
3. monitor student progress through the collection of evidence as requested;
4. provide personal care coverage;
5. supervise, promote and facilitate student involvement;
6. utilize technology to support student learning;
7. attend meetings and accompany students on field trips as requested;
8. participate 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 accredited Education Assistant Certificate or relevant continuing education certificate (such as Early Childhood Educator, Health Care Assistant, or Child/Youth Care Worker) or post-secondary education (1st year including 3 courses in human behaviour such as psychology and sociology);
2. completion of an approved autism and related disorders course;
3. four months recent experience working with children in a structured program or classroom setting;
4. demonstrated knowledge in literacy and numeracy;
5. other education/experience as required for specific posting;
6. ability to learn and perform personal and specialized care procedures;
7. demonstrated computer literacy skills including the ability to integrate the use of technology to support an effective learning environment;
8. ability to take direction from the supervisor and work as part of a team;
9. effective communication skills in verbal, written and electronic format;
10. strong problem-solving and organizational skills; and
11. physical ability to perform all aspects of the position.

April 16, 2021

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