

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

**POSITION VACANCY**

**May 5, 2026**

**POSTING NO. C13-2026/27**

**EDUCATION ASSISTANT** - 15 hours per week – regular  
**EDUCATION ASSISTANT PERSONAL CARE 1** - 12.5 hours per week - regular  
Plus 0.5 temporary SSLIF hours per week

Commencing September 8, 2026  
On days when school is in session

**LOCATION:**

Similkameen Elementary Secondary School

**CLOSING DATE:**

May 12, 2026 at 1:00 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  
Job 104A - pay grade G per Collective Agreement

**DUTIES AND  
REQUIRED QUALIFICATIONS:**

Per attached job descriptions

Please forward application to [employment@sd53.bc.ca](mailto: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

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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 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 (1<sup>st</sup> 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

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

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

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**JOB TITLE:** EDUCATION ASSISTANT PERSONAL CARE 1

**JOB NUMBER:** 104A

**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.

### **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 throughout the shift (training is provided). Personal care may include dependent toileting, feeding with or without feeding tube, diabetic care involving blood testing;
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 (1<sup>st</sup> 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 supervisor(s) 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.

August 25, 2025

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