

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

**POSITION VACANCY**

**May 5, 2026**

**POSTING NO. C06-2026/27**

**EDUCATION ASSISTANT** – 12.5 hours per week – regular  
**EARLY CHILDHOOD EDUCATOR** – 15 hours per week – regular  
Plus 0.5 temporary SSLIF hours per week

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

**LOCATION:**

Oliver Elementary 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:**

Education Assistant - Job 104 - pay grade F per Collective Agreement  
Early Childhood Educator – Job 136 – pay grade I 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:** Early Childhood Educator

**JOB NUMBER:** 136

**RESPONSIBLE TO:** Principal or Designate

**JOB SUMMARY:** Under the supervision of the principal or designate, the early childhood educator works collaboratively in the classroom with, and under the guidance of, the classroom teacher in implementing the seamless day for kindergarten and primary students.

**JOB DUTIES AND RESPONSIBILITIES:**

1. collaboratively support, plan and deliver early learning activities in the classroom;
2. create an environment that fosters the seamless transition between before/after school care and the kindergarten/primary classroom;
3. may work directly with students to provide a wide range of academic assistance, monitoring behaviour, and facilitating integration in the classroom and school environment;
4. plan, coordinate and facilitate before/after school care program for students;
5. assist in budget preparation and purchase and maintenance of supplies and resources;
6. maintain daily, monthly and quarterly statistics and reports;
7. attend district, community, regional and provincial meetings 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 plus a current early childhood education (ECE) certificate and emergency childcare first aid certificate;
2. two years experience, obtained within the last three years, as an early childhood educator (in addition to experience acquired in obtaining the ECE certificate). Experience must include working in a licenced before/after school care;
3. experience creating, organizing, planning, implementing and budgeting for an early learning program;
4. experience in implementing quality play-based learning strategies to address literacy, numeracy, and social-emotional development;
5. ability to take direction from supervisor(s) and work as part of a team including district and school staff, parents, children, volunteers, professionals, and community members and to build positive professional relationships with parents and colleagues;
6. effective communication skills in verbal, written and electronic format;
7. strong problem-solving and organizational skills;
8. physical ability to perform all aspects of the position; and
9. such other qualifications, skills and abilities as may be required to meet curricular requirements in the kindergarten/primary classroom.

April 10, 2025

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