

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

**POSITION VACANCY**

**NOVEMBER 3, 2025**

**POSTING NO. C67-2025/26**

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

Commencing January 5, 2026  
On days when school is in session

**LOCATION:** Oliver Elementary 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](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 [Support Staff - Application Guidelines](#)

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 (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

---

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