

**Applicants:** – Please do not remove this posting – **ask for a copy**

**SCHOOL DISTRICT No. 64 (GULF ISLANDS)**

**INTERNAL JOB POSTING**

**Position:** Educational Assistant I, Paraprofessional IV  
(Temporary, Ten-Month Payscale)

**Location:** Windsor House School

**Qualifications:** See job description attached.

**Hours of Work:** Eighteen (18) hours per week (.5143 FTE)  
Schedule to be determined in consultation with Principal.

**Job Rate:** \$23.39

**Start Date:** As soon as possible after the posting closing date

**End Date:** January 26, 2018 with the possibility of extension

**Closing Date:** 4:00 p.m., Tuesday, October 24, 2017

**Apply in writing to:** Linda Underwood, Director of Instruction, Human Resources  
School Board Office  
c/o Dawne Fennell, Executive Assistant  
Fax: 250-537-4200  
Email: [dfennell@sd64.bc.ca](mailto:dfennell@sd64.bc.ca)

**Please apply in writing with an updated resume and supporting documentation that will ensure qualifications are met or exceeded for this position.**

**Please indicate clearly in your cover letter the position and posting number to which you are applying.**

**This is a union position with C.U.P.E., Local 788.  
(APPLICATIONS WILL BE RECEIVED FROM MEMBERS ONLY)**

DATE RECEIVED



Successful applicant: \_\_\_\_\_

**Please copy to:**

- Posting Email Reps. (CUPE)
- School Board Office
- Payroll
- Personnel
- Job Posting Website

*L Underwood*

**October 17, 2017  
(WH CUPE Posting No. 04) (2017/2018)**

**SCHOOL DISTRICT #64 (Gulf Islands)**  
**Job Description**  
**Educational Assistant I – (Paraprofessional IV: Classroom)**

**SUMMARY**

**Under the direction** of a teacher and/or administrator, assists teachers in designing, implementing, supervising and assessing educational programs and providing instruction to individual students and groups of students (responsibilities and duties outlined in the school act (section 17) and regulations (section 4); provides behavioural management, personal care, and supervision support in the classroom, school, playgrounds and on field trips.

**DUTIES**

**Under direction:**

- Provides instructional support to assigned students to implement educational programs as determined by the teacher/resource team/ administrator:
  - constructs/locates/modifies/adapts instructional materials/games/displays/learning centres.
  - operates computers, speech packs, audiovisual and other supportive technology.
  - supervises the student's completion of educational activities, as outlined in the IEP observes and records academic and behavioural assessment data.
  - copies, transcribes, types, files, maintains records relevant to assignment.
- Implements behaviour management programs as determined by the teacher/resource team.
- Provides personal/health care and physical safety assistance to students.
- Attends team/parent/professional development meetings as required.
- Supervises students as required in classroom, gym, school, playground, loading/unloading of bus(es) and field trips.
- Fosters student independence and appropriate peer interactions
- Works collaboratively as a member of a team.
- Performs other assigned comparable duties which are within the knowledge and skills required by the job description.

**QUALIFICATIONS**

- Grade 12.
- Emergency First Aid Certificate (appropriate for caring for children and youth).
- One year Teacher's Assistant Certificate.
- Minimum of two (2) years experience working with groups of school age children/youth resulting in:
  - Documented skills and abilities in:
    - behaviour management
    - modifying instructional materials under direction
    - observing and recording student behaviour
    - oral and written communication, and
  - Documented knowledge of:
    - motivational strategies
    - normal child development
    - normal adolescent development
    - social, emotional, and educational implication of disabilities/dependent needs/behaviour disorders
    - behaviour shaping
- OR an equivalent combination of documented experience and training.