

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

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

**INTERNAL JOB POSTING**

**Position:** Classroom Education Assistant, Art Program, Paraprofessional III  
(Temporary, Ten-Month Payscale)

**Location:** Windsor House School

**Qualifications:** See job description attached.

**Hours of Work:** Six (6) hours per week (.1714 FTE)  
Schedule to be determined in consultation with Principal.

**Job Rate:** \$22.35

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

**End Date:** June 28, 2018

**Closing Date:** 4:00 p.m., Thursday, October 26, 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 19, 2017  
(WH CUPE Posting No. 09) (2017/2018)**

**SCHOOL DISTRICT #64 (Gulf Islands)**  
**Job Description**  
**Classroom Education Assistant, Art Program**

**SUMMARY**

**Under direction** provides technical and instructional support to the visual arts program in a secondary school setting.

**DUTIES**

**Under direction:**

- Supports student learning
- Monitors, organizes and maintains tools and materials used by students
- Procures supplies and maintains inventory of materials.
- Tests and prepares glazes and assists students with glazing techniques.
- Demonstrates clay techniques.
- Loads, fires and unloads kiln.
- Prepares developing chemicals, develops film and prints pictures.
- Sets up displays of student work
- Supports the Advanced Placement Studio Arts Program
- Performs other assigned comparable duties which are within the area of knowledge and skills required by the job description

**QUALIFICATIONS**

- Grade 12.
- Two-year diploma in art.
- Current First Aid Certificate with CPR
- WHMIS training
- Demonstrated ability to perform tasks in a computerized work environment
- Documented evidence of exemplary interpersonal skills, and ability to work as a team member
- Five years experience in related work.

Or an equivalent combination of training and experience.

**RELATIONSHIPS**

Responsible to school principal.

**APPROVED**

On behalf of:

School District #64 (Gulf Islands)



Rod Scotvold

Secretary Treasurer

On behalf of:

CUPE Local 788



Mike Bath

President

January 29, 2010  
Date

January 29, 2010  
Date

**Classification: Paraprofessional III**

JJEC approved date: January 14, 2010