

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

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

**INTERNAL JOB POSTING**

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

**Location:** Phoenix Elementary School  
Schedule to be determined in consultation with Principal.

**Qualifications:** See job description attached.

**Hours of Work:** Seven (7) working hours per week (.212 FTE)

**Job Rate:** \$23.39

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

**End Date:** June 28, 2018

**Closing Date:** 4:00 p.m., Wednesday, October 11, 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 4, 2017  
(CUPE Posting No. 26) (2017/18)**

**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.

- Documented basic training and experience in a minimum of seven (7) of the following specialized skills
  - Working with students who have pervasive developmental disorders, including Autism
  - Dressing, toileting and feeding
  - Doing lifts and transfers
  - Orientation and mobility
  - Braille Skills
  - Signed English
  - American Sign Language
  - Using technical and non technical communication systems.
  - Anger Management
  - Conflict Resolution
  - Nonviolent behavioural intervention
  - Knowledge of language development
  - Working with students with Fetal Alcohol Syndrome
  - Working with students with Intellectual Disabilities, including a life skills program
  - Working with students with Learning Disabilities
  - Reading and scribing as appropriate for adjudicated Provincial Examinations

**RELATIONSHIPS:**

Directed by a teacher; responsible to an Administrative Officer.

On behalf of:  
School District # 64 (Gulf Islands)

On behalf of:  
CUPE Local 788



Secretary-Treasurer



President

98 - 03 - 29

Date

98 - 03 - 29

Date