



School District No. 64 (Gulf Islands) invites applications for the temporary, twenty-five (25) working hours per week position (0.7143 FTE) as Classroom Assistant for Windsor House School, located in North Vancouver. This position is effective as soon as possible to June 27, 2019. The job description for this position can be found at: <http://sd64.bc.ca/job-information/> (Paraprofessional II, Classroom Assistant). The pay rate is \$21.95 per hour.

Role/Duties and Responsibilities: Under the supervision of designated staff, assists teachers and other professionals to carry out their tasks with students. Provides supervision of student(s) in the school, on playgrounds or on field trips.

Applications should be accompanied by evidence of successful demonstration of the following:

- Grade 12 or an equivalent combination of training and experience
- Previous experience in related work
- Knowledge in specialized areas such as, English as a Second Language, basic computer skills
- Documented evidence of:
 - Ability to communicate information effectively
 - Exemplary interpersonal skills and ability to work as a team member

Refer to the job description for this position on the district website at <https://sd64.bc.ca/cupe-job-descriptions/> for a detailed list of duties and qualifications.

Review of applications received will commence on **Thursday, December 6, 2018**. You are encouraged to submit your application prior to this date for full consideration; however, the competition will remain open until a successful candidate is found or until otherwise advised on our website.

Applications with supporting documents should be forwarded to:

Linda Underwood, Director of Instruction, Human Resources
c/o Lori Deacon, Executive Assistant
School District No. 64 (Gulf Islands)
112 Rainbow Road
Salt Spring Island, B.C. V8K 2K3
Fax: 250-537-4200 / Email: ldeacon@sd64.org

Please include with application:

- A letter of application
- Current resume with supporting documentation that will ensure qualifications are met or exceeded in this position
- Names of three professional references including their addresses, phone numbers and email addresses

Please note: incomplete applications will not be considered.

Thank you to all who apply; however, only those individuals chosen for an interview will be notified.