

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

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**SCHOOL DISTRICT # 64 (GULF ISLANDS)**

**INTERNAL JOB POSTING**

**Position:** Education Assistant  
(Continuing, Ten-Month Payscale)

**Location:** Gulf Islands Secondary School

**Qualifications:** See job description attached  
**Includes:**

- Support students in daily life skills, community outreach and off-site experiences
- Volunteer to support the administration of medication (as per CUPE Collective Agreement Article 30.04)
- Agility and ability to run quickly in response to situations where students may be at risk

**Hours of Work:** Twenty-Six (26) working hours per week (0.7874 FTE). Schedule to be determined in consultation with Principal

**Job Rate:** \$30.31

**Start Date:** As soon as possible after posting closes

**Closing Date:** **1:00 p.m.**, Sept, 10<sup>th</sup>, 2024

**Apply at:** [Apply for this posting](#)

**Posting Inquiries:** Lyall Ruehlen, Director of Instruction  
lruehlen@sd64.org

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

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

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

**Please copy to:**

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



**Sept 4th, 2024**  
**(CUPE Posting No. 47 ) (2024/25)**

**SCHOOL DISTRICT #64 (Gulf Islands)**  
**Job Description**  
**Education Assistant**

**SUMMARY**

**Under the direction** of the Classroom teacher with support from the Inclusion Support Teacher, assists with the delivery of programs and services to support student learning. Provides supervision to ensure the safety and comfort of students. Supports may include academic assistance, life and social skills development, personal care, physical assistance, and positive behaviour support.

**DUTIES**

- Provides instructional support to students to implement educational programs as developed by the school-based team
- Assists in planning and implementing behaviour and/or social-emotional supports
- Follows student-specific support plans
- Supports students to achieve the goals and objectives of the CBIEP
- Adjusts instructional materials as needed.
- Operates and supports student use of devices, including assistive augmented technology.
- Performs record-keeping functions, including student learning and behaviour data collection
- Provides personal care assistance such as toileting, feeding, diapering, and dressing; provides physical assistance such as wheelchair maneuvering, positioning, lifting, transferring and motor skill development exercises.
- Implements the health care plan such as administering medication, catheterization, monitoring seizure activity and gastro tube or other complex feeding protocols
- Attends EA meetings
- Attends IEP meetings as required
- Participates in professional training and consultation with specialists
- Supervises students as scheduled
- Supports student independence and appropriate social 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.
- Education Assistant Certificate from an accredited Post-Secondary Institution
- Current certification in Emergency First Aid (appropriate for caring for children and youth).
- Current certification in de-escalation training (MANDT or equivalent)
- Minimum of two (2) years experience working with school-age children/youth

OR an equivalent combination of documented experience and training.

**RELATIONSHIPS**

- Responsible to School Principal

**APPROVED**

On behalf of:  
School District #64 (Gulf Islands)  
*Original signed by:*  
Jill Jensen  
Secretary Treasurer  
March 11, 2024

On behalf of:  
CUPE Local 788  
*Original signed by:*  
Angela Thomas  
President  
March 11, 2024

**Classification: Paraprofessional V**

JJEC approved date: March 11 ,2024