

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

SCHOOL DISTRICT # 64 (GULF ISLANDS)

INTERNAL JOB POSTING

Position: Classroom Education Assistant
(Temporary, Ten-Month Payscale)

Location: Gulf Islands Secondary School

Qualifications: **See job description attached**
[classroom-education-assistant-alternate-programs-final.722a044378.pdf](https://www.sd64.org/~/media/2024/08/classroom-education-assistant-alternate-programs-final.722a044378.pdf)

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

Job Rate: \$31.22

Start Date: As soon as possible after the closing date

End Date: June 30, 2025 or return of incumbent

Closing Date: **1:00 p.m.**, Wednesday, September 11th, 2024

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

Posting Inquiries: Lyall Ruehlen, Director of Instruction
Email: 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



September 5, 2024
(CUPE Posting No. 48) (2024/25)

SCHOOL DISTRICT #64 (Gulf Islands)
Job Description
Classroom Education Assistant, Alternate Programs

SUMMARY

Under direction provides instructional support to secondary education programs with emphasis on academic support, in an alternate education setting.

DUTIES

- Under direction:
- Supports student academic success in an alternate or integrated secondary school setting with a focus on senior core curriculum
- Assists students with locating and organizing learning materials and resources
- Supports community outreach and life skills development including career and future planning
- Assists students to develop technological literacy and positive lifelong learning patterns
- Supports students using assistive technologies including for provincial assessments
- Supports the implementation of behaviour management plans
- Monitors and responds appropriately to escalating behaviours
- Participates in staff, IEP and multi-agency meetings as appropriate
- Orders and collects materials to support student wellbeing in an alternate program
- Assists with office supply requests as appropriate

Performs other assigned comparable duties which are within the area of knowledge and skills required by the job description.

QUALIFICATIONS

- Grade 12
- One year Education Assistant certificate or equivalent
- Minimum of two (2) years experience working with adolescents in a school environment
- Emergency First Aid Certificate
- Documentation of district approved training and experience in conflict resolution and nonviolent behavioural intervention
- Documentation of training and successful experience in positive behavior support strategies.
- Documented evidence of exemplary interpersonal skills and ability to work as a team member
- Or an equivalent combination of training and experience

RELATIONSHIPS

- Responsible to the Principal

APPROVED

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

Original signed by:
Scott Benwell
Secretary Treasurer

On behalf of:
CUPE Local 788

Original signed by:
Angela Thomas
President

Classification: Paraprofessional V

JJEC approved date: June 7, 2023