

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

SCHOOL DISTRICT # 64 (GULF ISLANDS)

INTERNAL JOB POSTING

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

Location: Fernwood Elementary School

Qualifications: See job description attached
Includes:

Hours of Work: Twenty-five (25) working hours per week (0.7572 FTE). Schedule to be determined in consultation with the Principal

Job Rate: \$30.31

Start Date: May 2, 2024

End Date: June 30, 2024 or return of the incumbent

Closing Date: **1:00 p.m.**, Wednesday, April 24, 2024

Apply in writing to: Lyall Ruehlen, Director of Instruction
School Board Office
c/o Clare Lundy, Human Resources Manager
Email: clundy@sd64.org

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



**April 17, 2024
(CUPE Posting No. 72) (2023/24)**

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