SAANICH SCHOOLS
SCHOOL DISTRICT 63 (SAANICH)
2125 Keating Cross Road, Saanichton, BC Canada V8M 2A5
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Job Posting: Posting Detail

Posting:	C2627/110	**Description:**	Education Assistant
Start Date:	Nov 19, 2026	**End Date:**	Dec 18, 2026
Posting Date:	Nov 5, 2026	**Closing Date:**	Nov 11, 2026 – 4:00pm

Location	Position	Assignment Type	Hours
ḰELSET Elementary	Education Assistant	Temporary	11

Current Shift: 8:40am- 2:48pm **Thursday & Friday only**

(Includes 1/2 hour unpaid lunch) 10 months per year while regular classes are in session

Additional minutes per day are included in the 'Current Shift' schedule above, which staff are expected to work daily in lieu of the spring break closure week in order to allow employees in continuing and temporary assignments to be paid their regular pay during the spring closure week as per Letter of Understanding -Spring Closure Week.

Pay Rate: $30.20 (any continuing employee awarded a temporary position will receive the continuing rate of pay for the position)

This position is NOT entitled to collaboration time as outlined in the current Letter of Understanding
- Support Staff Learning Improvement Fund.

End Date: December 18, 2026, or return of incumbent, whichever comes first

Successful candidate may receive Crossing Guard training in order to fill in when necessary

JOB DESCRIPTION

CLASSIFICATION
School Support Worker

POSITION
Education Assistant - Learning Services

SUMMARY
Under direction of a teacher or School Administrator, provides support to students with social, emotional, physical and academic needs.

DUTIES
- Implements Individual Education Plans (IEPs) by assisting the team with planning, researching, adapting and collecting materials
- Provides direct educational classroom support to students in various classrooms
- Participates as a member of the School Based Team to plan for, implement and evaluate the social, emotional, physical and academic needs of students
- Collects student learning and behavioural data (eg. records, reports, plans, including functional assessment data)
- Assists students during dysregulation using non-violent crisis intervention strategies
- Monitor and supports students' behaviour during daily arrival, class changes, dismissal, in lunchroom and playground and on field trips and a variety of settings in the community
- Assists school and district staff in evaluating students for social, emotional, physical and academic progress
- Observes, monitors and documents health, behavioural and academic changes/progress of student(s), emotional, physical and academic needs
- Assists students in carrying out programs as set out by District Staff (e.g. Occupational Therapist, Physiotherapist, Speech and Language Pathologist and Psychologist)

- Uses computers and specialized equipment to provide support and instruction
- Provides augmentative and alternative communication (AAC) to students using specialized equipment and resources (e.g. computers, F.M., switches, communication boards, basic sign language, oral interpretive skills); troubleshoots and programs such equipment
- Provides information to appropriate staff regarding student specific program needs (e.g. safety, health, academic, emotional and social needs)
- Dispenses medications and carries out procedures as outlined in the health care plan or the Medication Administration Form
- Acts as an advocate for student(s) and assists with communication
- Advises supervisor of any unusual student comments or behaviour patterns
- Supports students in the development of self-esteem, personal skills, hobbies and interests
- Provides life skills training (e.g. hygiene, cooking, shopping, banking, working)
- Provides support with mobility, lifts and transfers, and personal care (e.g. toileting, menses, clothing, catheterization, oral and tube feeds, diapers)
- Assists with the behavior support of students (e.g. clarify expected behaviour, support self-regulation, develop social skills)
- Assists students during times of dysregulation using non-physical crisis intervention strategies
- Monitors student work and assists students with work completion.
- Monitors class/students when teacher is out of the room for short periods of time
- Transports and supports student(s) at community-based activities
- Organizes and monitors the safe arrival, departure and emergency evacuation and care of students by maintaining site, road and traffic safety procedures
- Provides preventative and emergency response care for students as outlined in the Health Care Plan (e.g. seizures, choking, other health problems)
- Compiles information and materials for meetings with parents and school/district staff and participates in same
- Follows District Policy and Procedures related to privacy and confidentiality

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

QUALIFICATIONS

- Grade 12
- Education Assistant and Community Support Worker Certificate, or equivalent
- One year related experience in a supervised work environment
- Specialized relevant skills (e.g. POPARD Intro to ASD, Behaviour Support, Non-Violent Intervention, Basic Sign Language)
- Level One First Aid and CPR Certificate
- Valid B.C. Class 5 Driver's License (where transportation of students is required)
- Working knowledge of computer software and hardware
- Demonstrated use of alternative communication strategies and effective behaviour intervention

** Or an equivalent combination of training and experience.*

DATE

January 2022
March 2008