



**SCHOOL DISTRICT 78**  
**FRASER-CASCADE**  
*EVERYONE PULLING TOGETHER*

**INTERNAL POSTING No. 24-053**  
**CONTINUING**

## **UNION VACANCY NOTICE**

December 13, 2023

Date of Distribution

Applications are invited for the following position as detailed below:

EFFECTIVE DATE: **Immediately**

DESCRIPTION: **Special Education Assistant**  
**Five and one half (5.5) hours per day**  
**Five (5) days per week**

LOCATION: **Kent Elementary**

HOURLY RATE: **\$ 23.24 - 28.67**

DEADLINE DATE: **December 19, 2023 at 2:00 p.m.**  
**(Applications will not be considered after 2:00 p.m.)**

Major Duties/Qualifications: Classification Description at each location

Please direct all applications to: Human Resources  
School District No. 78 (Fraser-Cascade)  
650 Kawkawa Lake Road  
Hope, B.C. VOX 1L4  
Fax (604-869-7400)  
Phone (604-869-2411)  
Email [laurie.bjorge@sd78.bc.ca](mailto:laurie.bjorge@sd78.bc.ca)

### **PLEASE POST ON SCHOOL BULLETIN BOARD**

#### **INTERNAL APPLICANTS ARE GIVEN FIRST CONSIDERATION**

All applicants not currently employed by this School District must sign a release to permit a criminal record review prior to confirmation of hiring

## **SCHOOL DISTRICT #78 (FRASER-CASCADE)**

### **JOB DESCRIPTION**

#### **SPECIAL EDUCATION ASSISTANT**

**Location:** Special Education

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#### **Summary:**

Under the direction and instructional supervision of the School Based Administrator, the Special Education Assistant is also required to take direction and instructional supervision from the Special Education and classroom teacher. The Special Education Assistant supports the formal education programme through the direct supervision of pupil activities and preparation of materials. The Special Education Assistant maintains the confidentiality of sensitive information seen or heard.

#### **Duties and Responsibilities:**

- Participates in the planning, development and implementation of programming for individuals on the caseload. Prepares and maintains reports and records, as directed.
- Assists the classroom teacher with the supervision of a child/children to provide academic, social and/or essential life skills.
- Initiates and/or assists in the development and implementation of student plans (IEP), including long term and short term goals.
- Is actively involved with the child during most activities.
- Develops and prepares appropriate materials.
- Works with parents, health care professionals and others under the direction of the teacher.
- Assists in preparation of IEP and parent teacher conferences.
- May assist with the supervision of students before, during and after school as required.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Provides physical assistance and personal care to pupils who require it.
- Must acquire specific skills related to a special needs child.

- Uses judgement in applying clearly prescribed procedures as defined by the supervisor.

**Duties and Responsibilities cont'd:**

- Performs other childcare worker or emergent duties, which are within the scope of knowledge, skills and abilities required by this position.
- May be required to assist students working with computers.

**Required Qualifications and Experience:**

- Grade 12 graduation or equivalent; supplemented by completion of a recognized program of studies at the post secondary level in special education.
- Ability to maintain good working relationship with school staff, students, general public and government bodies.
- Related experience.
- Must have experience to meet the varying academic, social, emotional and behavioural needs of students.
- Ability to understand and effectively carry out oral and written instructions.
- Computer knowledge is an asset.

<p><b>N.B.</b> This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of duties to be performed. Duties not listed should not affect the evaluation.</p>
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