



SCHOOL DISTRICT 78
FRASER-CASCADE
EVERYONE PULLING TOGETHER

INTERNAL POSTING No. 24-070

UNION VACANCY NOTICE

May 13, 2024
Date of Distribution

Applications are invited for the following position as detailed below:

EFFECTIVE DATE: **May 22, 2024**

DESCRIPTION: **Special Education Assistant**
Six and one quarter (6.25) hours per day
Five (5) days per week

LOCATION: **Hope Secondary**

HOURLY RATE: **\$ 23.24 – 28.67**

DEADLINE DATE: **May 21, 2024 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

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

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>N.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>
