



School District No. 54 (BULKLEY VALLEY)

"To empower all learners to live the challenges of a diverse and changing world"

P.O. Box 758
Smithers, BC
V0J 2N0
Ph. (250) 877-6820

File: 22/23 – 73b

AMENDED **JOB POSTING**

February 1, 2023

POSITION: SPECIAL EDUCATION ASSISTANT – 31 HRS PER/WK

Special Education Assistant 27 Hours per week
Special Education Assistant-LINKS 4 Hours per week (Temp to June 30, 2023)
Starting Salary Range: \$22.62 - \$27.05 per hour (Effective July 1, 2022)

LOCATION: SMITHERS SECONDARY SCHOOL

QUALIFICATIONS:

- Completion of Grade 12 (Dogwood Certificate)
- Education Assistant Certification or equivalent post-secondary training
- Minimum of one-year post-secondary training related to working with children with special needs;
- Training in Non-Violent Crisis Management Techniques (e.g. CPI training) and POPARD (Provincial Outreach Program for Autism and Related Behaviour Disorders) would be an asset
- One (1) year experience working with students with special needs in a K-12 educational environment
- Familiarity with computer software for students with special needs would be an asset
- Demonstrated ability to use initiative to determine, judge and select appropriate course of action
- Familiarity with Workers' Compensation Board (WCB) safety procedures
- Valid Class 5 – BC Driver's Licence and an exemplary driving record as demonstrated by a current drivers' abstract
- Willing to carry out personal care procedures. Ensures that training is up to date if specific health care routines are required
- Physical ability to perform the required duties

CLOSING DATE: This posting will remain open until filled.

STARTING DATE: As soon as possible

Interested persons should submit their application to:
Bobbie Kingsmill, Human Resources Administrator
Email: bobbie.kingsmill@sd54.bc.ca
School District #54 (Bulkley Valley)
PO Box 758, Smithers, BC V0J 2N0

ONLY THOSE APPLICANTS CHOSEN FOR INTERVIEWS WILL BE CONTACTED.

cc: J. Krall –Principal, Smithers Secondary School
D. Hersee – Vice Principal, Smithers Secondary School