



File: 22/ 23 – 86a

February 23, 2023

TEMPORARY JOB POSTING

POSITION: SPECIAL EDUCATION ASSISTANT/NOON HOUR SUPERVISOR – 17 Hrs

Special Education Assistant -LINKS 13.5 Hours per week

Noon Hour Supervisor 3.5 Hours per week

Starting Salary Range: \$22.62 - \$27.05 per hour (Effective July 1, 2022)

Temporary to June 30, 2023

LOCATION: WALNUT PARK ELEMENTARY SCHOOL

QUALIFICATIONS:

- Completion of Grade 12 (Dogwood Certificate)
- 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
- Early Childhood Education certificate would be an asset but not required
- 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: Monday, March 6, 2023 @ 3:00pm

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: D. Anderson –Principal, Walnut Park Elementary School