

SUPPORT STAFF JOB POSTING

To: All IUOE Employees

Date: August 29, 2025

JOB POSTING #2025-60

The Human Resources Office will accept applications up to **Wednesday, September 3, 2025 - Noon** - for the following position:

KINDERGARTEN RESOURCE WORKER (BILINGUAL) – District

Part-time, temporary district position, 5.0 hours a day, effective September 2, 2025 until June 25, 2026. Initial placement for this position is Roosevelt Park Community School. The terms and conditions of the IUOE Collective Agreement shall apply. Rate of pay is pay band 4 or 5A depending on qualifications. The successful candidate will report for work on in-session school days only.

Job Summary

The bilingual employee is responsible to support academic achievement and positive self-image of students in a French Immersion Kindergarten program and to increase communication between families and the school. This position is open to persons with the ability to speak, read and write French and who have Education Assistant 1 or Education Assistant 2 qualifications. Preference will be given to the bilingual applicant who has Education Assistant 2 qualifications.

Brief Job Description

- a) Provides direct instructional services under the supervision of the teacher to an individual student or small groups of students.
- b) Develops and promotes shared ownership of the education of local French Immersion and/or First Nations children through the inter-active involvement of the home, school and community.
- c) Assists and advises families on school matters.
- d) Facilitates home-school-home relationships.
- e) Assists/consults with the teacher, the school counsellor and the principal.
- f) Acts as a liaison between families, teachers and administrators
- g) Is a collaborative member of the school based team who assists in the development and implementation of the I.E.P. (Individual Education Plan), which may include occupational therapy (ie, sensory room), physiotherapy, and social and recreational skills.
- h) Assists the teacher with the coordination of French and Aboriginal cultural programs and various literacy programs (eg, the PALS Program).
- i) Accompanies and participates with students on field trips/swim program/lifeskills program.
- j) Works with the student(s) to help resolve personal/behavioural/communications needs as they relate to school and home.

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- k) Provides supervision and/or assistance with personal care/hygiene/toileting, if required.
- l) Provides medical needs as instructed and required.
- m) Supervises the students or groups under the direction of the teacher and/or principal.
- n) Prepares/modifies instructional materials as directed by the classroom teacher.
- o) Performs other duties as assigned or required - duties may also include noon hour supervision.

Qualifications

- a) Grade 12 or equivalent and a minimum of one year of relevant college courses with a focus on Early Childhood Education.
- b) Minimum 3 years' experience working with children
- c) Must have a thorough knowledge of the French language; must have verbal and written skills in both the English and French language to provide assistance in the classroom in speech/language development.
- d) An understanding and knowledge of local First Nations history and culture as well as contemporary Aboriginal issues and familiarity with the Ts'msyen language would be an asset.
- e) A thorough understanding of the educational issues faced by students and families and a commitment to assist with those issues.
- f) Experience in working with children and families.
- g) Exercises discretion and confidentiality in dealing with all matters pertaining to students and staff.
- h) Transportation for home and community visits.
- i) Ability to maintain individual files, records of interviews and other reports.
- j) Willingness to take initiatives with students and families.
- k) Current training in Basic First Aid/CPR or willingness to obtain.
- l) Computer literacy and basic computer skills (30 wpm) required.
- m) Must be physically able to carry out the duties of the position.
- n) Must have adequate verbal and written French and English language skills to provide assistance in speech/language development.
- o) Must be able to communicate clearly, to understand and follow directions and to prioritize tasks.
- p) Good organizational and inter-personal skills.

**** THE INTERNAL IUOE JOB APPLICATION MUST BE COMPLETED ****

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