

SUPPORT STAFF JOB POSTING

To: All IUOE Employees

Date: September 11, 2026

SUBJECT: JOB POSTING #2026- 46

The Human Resources Office will accept applications up to **Tuesday, September 15, 2026 - Noon** - for the following position:

District Literacy Assistant #1 - Temporary

Part-time, temporary position, 5.5 hours per day, effective September 16, 2026 to June 30, 2027. Your duties, responsibilities, and hours of work will be assigned and may be adjusted by the District through the school principal, based on operational and educational needs. 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

This position supports district-wide literacy initiatives and works collaboratively with teachers, school-based staff, administrators, students, and families to enhance literacy development and achievement. The successful candidate will provide support in both English and French language learning environments and contribute to promoting literacy across schools.

Brief Job Description

Reporting to the Director of Instruction and working in collaboration with school administrators and literacy teams, the District Literacy Assistant will:

- a) Support literacy interventions and programs for students.
- b) Assist with the preparation and delivery of literacy resources and learning materials.
- c) Work with individual students and small groups to develop reading, writing, speaking, and listening skills.
- d) Support French language learners and literacy activities in both English and French.
- e) Assist teachers with the implementation of district literacy initiatives.
- f) Collect and organize student literacy data and maintain records as required.
- g) Support family literacy events and district literacy programs.
- h) Travel between district schools as required.

Qualifications

- a) Fluency in English and French (oral and written) is required.

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- b) Post-secondary education in Education, French Language Studies, Literacy Education, Child and Youth Care, Educational Assistant training, or a related field is preferred.
- c) Speech-Language Assistant diploma or certificate is considered an asset
- d) Experience working with school-aged children in educational settings.
- e) Knowledge of literacy development, reading intervention strategies, and language acquisition.
- f) Knowledge of speech sound production and its connection to early literacy development is an asset
- g) Strong communication and interpersonal skills.
- h) Ability to work independently and collaboratively as part of a team.
- i) Experience supporting diverse learners and inclusive educational environments is an asset.
- j) Valid BC Driver's Licence and access to reliable transportation may be required.

Knowledge, Skills, and Abilities

- a) Demonstrated ability to support literacy instruction and intervention.
- b) Ability to communicate effectively in English and French.
- c) Strong organizational and record-keeping skills.
- d) Ability to maintain confidentiality and work professionally with students, staff, and families.
- e) Commitment to inclusion, equity, and student success.

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

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