School District No. 52 (Prince Rupert)

SUPPORT STAFF JOB POSTING

To: All IUOE Employees

Date: November 3, 2026

SUBJECT: JOB POSTING #2026-69

The Human Resources 's Office will accept applications up to **Tuesday, November 10, 2026 - Noon** for the following position:

EDUCATION ASSISTANT – Conrad

Part-time, temporary position, 5.5 hours per day effective immediately until June 30, 2027. Your duties and hours of work will be assigned by the school principal. The terms and conditions of the IUOE Collective Agreement shall apply. Rate of pay is according to schedule. The successful candidate will report for work on in-session school days only.

Job Summary

The primary duty of the employee is to provide support for students with diverse needs. This position is open to persons with Education Assistant 1 or Education Assistant 2 qualifications. Preference will be given to a person who has Education Assistant 2 qualifications.

Brief Job Description

a) Supports children and youth with diverse learning, communication, physical, behavioural, social-emotional, and health needs.
b) Works collaboratively with teachers, Learning Services staff, administrators, and the educational team.
c) Implements CBIEPs and student-specific behaviour, safety, communication, and personal-care plans as directed.
d) Supports individuals and small groups while promoting participation, belonging, self-advocacy, and independence.
e) Supports social-emotional learning, self-regulation, positive behaviour, executive functioning, communication, and transitions.
f) Uses AAC, assistive technology, visual supports, and accessibility tools as required.
g) Provides trained personal-care support, including feeding, hygiene, toileting, positioning, mobility, and transfers.
h) Follows authorized medical, health, safety, and emergency procedures within assigned responsibilities.
i) Records observations and student data and shares relevant information with the educational team.
j) Participates with and supports students during field trips, swimming**,** life-skills, community-based learning, and other school activities**,** as required.

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k) Performs other related duties as assigned, including student supervision during noon hour, transitions, and other school activities as required.
l) Maintains discretion and confidentiality regarding students, families, and staff.
m) Communicates clearly, follows directions, prioritizes tasks, and responds calmly to challenges.
n) Demonstrates strong organizational, interpersonal, and teamwork skills.
o) Commitment to inclusive, culturally responsive, strengths-based practices that promote student dignity and independence**.**

Qualifications

a) Relevant post-secondary courses, certificates, or training in childhood education, special education, mental health, behavior support, autism, trauma-informed practice, social-emotional learning, communication/AAC, or other areas directly related to supporting students with diverse needs.
b) Minimum 3 years' experience working with children.
c) Holds or is willing to obtain current Basic First Aid and CPR certification.
d) Basic computer and educational technology skills.
e) Demonstrated verbal and written English communication skills sufficient to effectively support students, follow educational plans and directions, document observations, and communicate with members of the educational team.
f) Training or certification in mental health, trauma-informed practice, and/or Nonviolent Crisis Intervention is an asset.

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

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