



EDUCATION ASSISTANT (1.0 FTE) Full-Time

Port Hardy and North Island
Coal Harbour

Friday September 11, 2026

\$31 - \$40/ hour

Company: K'ak'ot'lats'i School

Industry: Education

Remote/Camp Based Job: No

How to apply:

APPLICATIONS AND SUPPORTING DOCUMENTS: If you possess the qualifications please send your application with necessary documentation including details of experience, credentials, and names of at least three (3) professional references to the undersigned. Email resumes and supporting documents to kakotlatsi@rocketmail.com CONTACT INFORMATION: • Rob Cahill, • Director of Education • 600 Cayuse Road • Coal Harbour, BC V0N 1K0 • Email: kakotlatsi@rocketmail.com DEADLINE FOR APPLICATIONS: OPENED UNTIL FILLED ***ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED***

Attachment: [EA_0.pdf](#)

Expiry Date:

Friday, September 25, 2026

Details:

EDUCATION ASSISTANT (1.0 FTE) The K'ak'ot'lats'i School is looking for an individual with strong academic and interpersonal skills who is willing to contribute to our team and overall school success. Our school works in conjunction with the Quatsino Band Council (QBC) to provide superlative educational experiences for its members. The Education Assistant (EA) provides classroom support for teachers as well as educational support for individuals and small groups. The EA will work with wide variety of special needs, learning challenges, those on modified and alternate programs (primarily in a classroom setting), as well as provide, on occasion, pull out support for individuals or small groups. NATURE AND SCOPE OF WORK: The EA provides specialized work of student assistance and teacher support nature. The EA attends to the personal care, educational and development needs of student(s) who have unique and significant physical, mental, behavioural, emotional or learning style differences. These tasks are determined by the needs of the individual or groups, so that each employee's work will be as unique as the

student(s) they are assisting. In addition, some employees will be required to bring specialized skills to assist students who are visually or hearing impaired, those with chronic health and physical disability issues, and those who are severe behavior disorders. The work requires considerable initiative, emotional stability, empathy and understanding of the many and varied issues these students face. This position requires sound judgement in dealing with a variety of situations under the general supervision of a teacher(s).

REQUIRED KNOWLEDGE, ABILITIES AND DUTIES:

- Provide instructional support to students to implement educational programs as determined by the teacher/resource team/administrator and provide student with feedback for completion of daily work
- Constructs/locates instructional materials/games/displays/learning centres
- Operate computers, audio-visual and various equipment as well as other adaptive technology
- Supervise the student's completion of educational activities, as outlined in the IEP, observe and record academic and behavioural assessment data to assist teachers in the monitoring of students
- Copies, transcribes, files, and maintains records
- Implement behaviour management programs as determined by the teacher/resource team
- Provide personal/health care and physical safety assistance to students
- Attend team/parent/professional development meetings as required
- Assist in the implementation of programs requiring intensive behaviour interventions
- Supervise students as required in the classroom, gym, school, playground, loading/unloading of bus and field trips
- Foster student independence and appropriate peer interactions
- May be required to attend specific workshops at the direction of the Principal
- Must be willing to maintain current qualifications
- Must attend all relevant training opportunities
- Perform other assigned comparable duties that are within the knowledge and skills required by the job description and/or directed by the Principal
- Sufficient strength and agility to physically assist students with special needs

Qualifications & Experience:

DESIRABLE TRAINING AND EXPERIENCE:

- Minimum of Grade 12 or equivalency
- Education Assistant (EA) certificate holder or related training from a recognized educational institution
- Current First Aid Certification
- An excellent understanding of and ability to effectively implement strategies/approaches to support students who experience severe emotional and behavioural difficulties
- Excellent interpersonal skills are essential
- Proven ability to remain calm in

difficult situations • Proven ability to develop positive relationships with students • Demonstrate the ability to be flexible/adaptable when faced with new or challenging situations • Willing to assist in all personal care: dressing, toileting, feeding, lifting, transferring and seizure management • Knowledge or willingness to learn relevant technology assisted programs (ie. augmentative • communication devices, apps & other software) • Physical ability to keep up with an active child
