



School District 72 operates throughout a large geographic area. Campbell River and Quadra Island schools and our school board office are located on the traditional territory of the Liḡwít̓daḡw people. School District 72 also encompasses the traditional territory of the Klahoose (Cortes), K'ómoks (Sayward), and ḡw̓emałkwu (Bute Inlet) First Nations.

SUPPORT STAFF

Position:	Education Assistant (Bilingual)
Posting Number:	25-EA-032
Term of Employment:	Ongoing
Hours/Day/FTE:	26.25 Hours/Week
Wage/Salary:	\$31.05/Hour
Deadline to Apply:	4:00 PM on June 19, 2025

Join Our Team

School District 72 is looking for an **Education Assistant (Bilingual)** to join our team of professionals at **Ecole Willow Point Elementary School** who strive to bring the district's learning beliefs to life.

School District 72 (Campbell River) is located on the east coast of central Vancouver Island, extending north to Sayward and south to Oyster River. The district also includes the outer islands of Read, Cortes, and Quadra. The district serves over 5,600 students in 18 schools with a diverse range of programs that are progressive and responsive to the educational needs and interests of students.

The district respects and values the relationships with all First Nations, Métis, and Inuit peoples who reside in these territories. It is with respectful consideration that the programs and services provided to students and staff acknowledge their histories, cultural contributions, and contemporary concerns.

About the Role

Educational Assistants work under the direction of the Principal/Vice Principal, and are supported by the Department of Inclusive Education and classroom teachers. It is collaborative work, in inclusive settings, to support students to meet the goals identified in their Individualized Education Plans (IEP). Educational Assistants teach, model, and reinforce pro social behaviours, ensure safe learning environments, and provide academic support as necessary. The needs of students include a range of learning and physical disabilities, social, emotional, or behavioural challenges as well as complex disabilities.

Specific Responsibilities

- Ensuring a safe learning environment for all students by avoiding triggers that may escalate special needs student's inappropriate behaviours and implementing recognized behaviour management techniques.
- Providing positive behaviour support and utilizing communication skills to diffuse escalated behaviours (e.g. defiance, emotional outbursts, disengagements, etc.), reporting any extreme or unusual incidents to the supervisor.
- Providing academic support by working with special needs students one-on-one and/or in small groups, reinforcing the concepts of the lesson at hand.
- Participating in IEP meetings with teachers, parents, and other parties such as psychologists and/or therapists upon request.

- Providing general classroom support by collaborating with the teacher to oversee the progress of other students in the integrated setting.
- Providing social guidance by reinforcing appropriate behaviours for social interaction; assisting with inclusion in the classroom as well as during recess and lunch periods as appropriate; implementing and monitoring behaviour management plans which may include observation, data-keeping, and follow-up; and discussing student progress and adaption requirements with the teacher.
- Promoting personal health and hygiene by assisting with toileting, feeding, and general cleanliness; assisting with the administration of student medication as indicated on medical forms, under the teachers' supervision, as required; ensuring students adhere to medical routines and/or special diets; and performing physiotherapy and/or speech therapy as instructed by Occupational Therapists (OT) and Speech Language Pathologists (SLP).
- Ensuring the safe and orderly storage of special equipment and supplies.
- Participating in staff meetings as requested and performing all such other duties as may be assigned by the principal or designate.
- Transportation of students to various program activities.
- Directly supervise students in the pool as part of the swim program (where required).
- Protecting and respecting the confidentiality of information.
- Performs other related duties as assigned

Qualifications

- Two-year post-secondary diploma in Educational Assistant training (or relevant discipline) or an Education Assistant certificate combined with 1 year of related experience.
- Fluency in spoken and written English and French is required.
- Working knowledge of the district child abuse protocol and reporting procedures.
- Current CPI (Crisis, Prevention, and Intervention) certification.
- Level 1 First Aid certification is an asset.
- Class 5 BC Driver's License.
- Computer literacy and experience with technological assists.
- Demonstrated willingness to participate in professional development opportunities as provided by the district.
- Ability to provide educational support in academic subjects as per school level (i.e. elementary, middle and secondary).
- Proven ability to establish and maintain effective work relationships and working collaboratively in a team environment.
- Working knowledge of reading and writing software programs (Microsoft 365).
- Ability to determine, judge and select appropriate course of action within the limits of established methods and procedures.
- Ability to effectively interact and establish positive rapport with students.
- Ability to communicate effectively using tact, discretion, and diplomacy, while maintaining confidentiality in all matters related to the school district.
- Ability to be flexible and adaptable.
- Sufficient physical capabilities, stamina, and coordination to perform the duties of the position to the required standard.

Contribute to Our Success

The Campbell River School District proudly developed a strategic plan for 2024-2028 that prioritized the following:

- Honour Indigenous World Views and Perspectives
- Student-Centred Learning Environments
- Evolving for Tomorrow

The following commitments are essential to all positions within the Campbell River School District:

- Commitment and adherence to workplace policies, procedures & practices.
- Commitment to standards of conduct, including behaving in a manner that is: respectful, professional, team-oriented, collegial, collaborative, ethical, honest, and trustworthy.
- Commitment to understand and implement the Truth and Reconciliation Calls to Action and the Declaration on the Rights of Indigenous Peoples Act.

Employment Equity

We value diversity of people to best represent the students and communities we serve as an equitable and inclusive employer. We welcome applications from all backgrounds, demographics and life experiences.

School District 72 is also committed to creating and maintaining an accessible work environment for all members of its workforce. Within this hiring process we will make efforts to create an accessible process for all applicants (including but not limited to people with disabilities). Confidential accommodation is available on request.

How to Apply

Please submit applications through the School District 72 Job Connect Portal. We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted. The successful candidate will be required to complete a criminal record check.

Please ensure your application includes a cover letter stating the posting number, an updated resume and references, including most recent supervisor(s).

"In accordance with Article 16.01 (a), the applicant with the greatest seniority and having the required qualifications, skills and ability to perform the job applied for shall be awarded the position. The district reserves the right to employ methods of assessment to assess qualifications, skills and ability. Assessment of qualifications, skills and ability may include, but not limited to, hours of experience, proof of certification, testing, interviewing, probationary periods and so on."