



# 2024/2025 CUPE

## Posting #26

*"Bringing Learning to Life!"*

February 10, 2025

### TO CUPE LOCAL 401

Employees are hereby advised that the following **TEMPORARY** position is available.

Applications should be received no later than 4:30 p.m. February 21, 2025

### EDUCATION ASSISTANT I POTENTIAL JOB SHARING AGREEMENT

Pay Rate : \$33.32 per hour  
Location : Port Hardy Secondary School  
Hours of Work : 11.50 hours per week while school is in session  
: Thursday, Friday each week  
Start Date : ASAP to February 20, 2026  
Reporting To : Jillian Walkus, Principal, Port Hardy Secondary School

**Preference will be given to candidates with POPARD and CPI training. Candidate must demonstrate the ability to work effectively with students with social/emotional behavioural needs.**

**Please Note: If there are no qualified EA I applicants, the board will fill with a qualified EA II applicant (\$31.52/h).**

**MAJOR DUTIES AND QUALIFICATIONS** - See attached job description

Please mail all applications to: Secretary Treasurer, School District No.85 (Vancouver Island North)  
P.O. Box 90, Port Hardy, BC VON 2P0 or email to [mjones@sd85.bc.ca](mailto:mjones@sd85.bc.ca)

Please include a completed CUPE application, resume, transcripts and certificates.

[CUPE-Application-Form-fillable.pdf \(sd85.bc.ca\)](#)

cc: CUPE Payroll  
CUPE Local 401  
All Schools  
Port McNeill Maintenance  
Transportation  
School District Administration Office

**SCHOOL DISTRICT NO. 85  
(Vancouver Island North)**

**CLASSIFICATION DESCRIPTION**

**EDUCATION ASSISTANT I**

**DEPARTMENT: School**

**JOB SCOPE**

Reports to the school principal.

Subject to the employee's qualifications, and after consultation with all involved, assignments may change from one area within the school to another as needs change.

Supports the formal education program through the direct supervision of student activities.

Works under the direction of teachers.

Implements directives from medical professionals.

Works without close supervision.

Performs duties of a confidential nature.

**MAJOR DUTIES AND RESPONSIBILITIES**

Under the supervision of the teacher, the employee may be required to:

Utilize a wide range of special equipment including instructional aid communications equipment, computers, lifting equipment, office equipment, gym and playground equipment.

Attend to and provide assistance to students with exceptionalities, in toileting, positioning, mobility, feeding, grooming, dressing, physiotherapy and administering medication (in accordance with Board policy).

Transfer and assist students with special needs, including to and from bus or car, and arrange desks, equipment, work materials and furniture to provide ease of access.

Ensure safety of identified students in classrooms, school facilities, playgrounds, school functions and activities in the community. Lift students.

Work with students with social/emotional and/or behavioural needs.

Supervise and assist students to carry out daily assignments.

Maintain log of activities and behaviour of identified students.

Provide service of a specialized nature in the areas of behaviour management, and social skills acquisition, and provide social and emotional support.

Facilitate and encourage positive interaction between students with exceptionalities and other students in the school and assists in liaison with parents, social workers and others. Provide interpretive services, signing, Braille and/or other services necessary to support the accommodation of students with exceptionalities.

Participate as a member of the case management team for identified students. Perform other duties necessarily incidental to those assigned above.

## CLASSIFICATION DESCRIPTION

### EDUCATION ASSISTANT I

#### QUALIFICATIONS AND EXPERIENCE

Secondary school graduation (with Dogwood Certificate or equivalent).

One year of post-secondary education (ten courses\*) applicable to work situation including courses in Behaviour Management, Child Development, Psychology, and other areas specific to the assignment.

Specialized training, as required, to work with specific students (e.g., Assistive Technology, Braille, CPI, Gastrostomy tube feeding, POPARD, signing, and interpretive services).

Training to apply medical directives as needed.

Ability to maintain good working relationships and communicate effectively with school staff, students and general public.

Ability to work effectively with students with exceptionalities.

Ability to use a computer for record keeping and assisting students e.g., word processing, instructional software etc.

Valid Level I First Aid certificate or equivalent.

Good interpersonal and communications skills.

Ability to understand and effectively carry out oral and written instructions.

Ability to perform heavy physical activity of short duration, e.g., lifting of students. Two to three years recent experience working with students with exceptionalities.

\* An employee who has successfully completed approved courses in Assistive Technology, CPI and POPARD will be given credit for one post-secondary course

Revised Nov. 1994

Revised Jun. 2001

Revised Nov. 2004

Reviewed Apr. 2008

Revised Apr. 2011

Revised April 2012 (SEA)

Reviewed May 2012

Revised May 2015

Revised Jun. 2016