



EDUCATION ASSISTANT

Deer Lake School is an independent K-12 Seventh-day Adventist Christian school located in Burnaby, BC. Presently, school enrollment is 300 students with 42 full-time or part-time staff.

Reporting to the principal and under the direction of the educational support services coordinator, education assistants are responsible for providing support in the classroom and within the school community. An education assistant (EA) will help students thrive by providing an effective learning program and a safe, inclusive, and caring environment. EAs provide high-quality supervision of students throughout the day and support students' learning in whole-class, small-group, and one-to-one settings.

QUALIFICATIONS:

Education & Experience

- Education Assistant Certificate or Diploma or Bachelor's Degree in a related field
- Experience in education and/or working with children and youth
- Experience in Inclusive Education preferred

Skills & Knowledge

- Proficiency in the operation of computers, word-processing applications and additional software
- Ability to maintain strict confidentiality
- Effective interpersonal skills
- Ability to work as a team player
- Strong written and oral communication skills
- Basic organizational and recordkeeping skills
- Ability to work independently and follow instructions
- Flexibility and adaptability to changing situations
- Ability to present a positive attitude and work ethic
- Ability to operate adaptive equipment

DUTIES & RESPONSIBILITIES:

Professional Expectations

- Conduct oneself in a manner appropriate to a professional learning environment
- Deal tactfully with staff, students and parents
- Attend meetings as requested
- Assist in and perform other duties assigned by the school principal

Educational Support

- Support students with IEP's (Individualized Education Plan) or with diverse abilities
- Be familiar with IEP goals
- Work with individuals, small groups, or large groups as assigned by the teacher
- Assist classroom teacher with classroom management
- Assist students with lessons under direct supervision of classroom teacher
- Assist teacher in performing specific duties as assigned
- Monitor and report to classroom teacher on student progress
- Observe and discuss the progress of students with teachers and other support staff as specified in students' IEP
- Assist with maintaining a clean, safe, inclusive, and effective classroom

Social/Emotional/Behavioural Support

- Help students with conflict resolution
- Uphold standards for expected classroom behaviour

Supervision

- Supervise students during breaks, recess, or lunchtime
- Accompany students on field trips

Professional Growth

- Seek advice, assistance, and guidance from colleagues
- Maintain current knowledge of school and conference policies
- Assume an ongoing responsibility for participation in appropriate professional development activities (including, but not limited to pursuing related certifications)

JOB TYPE:	Contract – Hourly November 2024 - June 27, 2025
POSITIONS AVAILABLE:	full-time position - approximately 32 - 38 hours per week
SALARY:	\$25.32 per hour* (plus benefits if working over 30 hours/week)
APPLICANTS:	Send cover letter, resume, and copies of any certifications to: admin@deerlakeschool.ca
POSTING CLOSING DATE:	Mon. Nov. 18 or until filled

* base rate; additional increase contingent on relevant certification and experience