



School District #49 (Central Coast)

Posting #S411-24/25
January 20, 2025

Sir Alexander Mackenzie Secondary School
Continuing Education Assistant 1 - 35 hours/week
January 27, 2025
Internal/External

An individual is required to perform duties as an Education Assistant 1 at Sir Alexander Mackenzie Secondary School. The daily schedule will be determined by the principal and may be varied if necessary to meet the needs of the school and students. Assignment may change depending on enrolment. A summary of the duties is available at the District Office.

Required Qualifications and Experience:

- Grade 12 Graduation
- Post-secondary training in education, special education, or in a related, helping profession field equal or equivalent to a one-year certificate and preferably Vancouver Island University Education Assistant and Community Support Certificate
- Proven success in establishing and maintaining effective working relationships with parents, teachers, coworkers and special needs students
- Ability to operate various types of special technologies and work with minimal supervision
- Valid B.C. Driver's licence
- Flexibility to undertake a variety of assignments
- Good organizational, interpersonal and communication (oral and written) skills
- Some knowledge of standard office equipment including personal computers for instructional use

OR an equivalent combination of training and experience

Desirable Qualifications and Experience:

- Basic Emergency First Aid Certificate
- Keyboarding skills

This position is included in the Central Coast Non-Teaching Staff Association with a starting wage of \$28.18 per hour. Non-qualified applicants will be considered for temporary employment from January 24, 2025 to June 30, 2025 at the Education Assistant 2 rate of \$25.81 per hour. A successful Criminal Record Check must be completed prior to acceptance of employment.

Applications containing details of education, relevant experience and references are being accepted until 4PM on January 24, 2025 and should be submitted to: tmoren@sd49.ca

Mr. Barry Squires
Principal, Sir Alexander Mackenzie Secondary School
PO Bag 130
Hagensborg, BC V0T 1H0
Phone: (250) 982-2691 Fax: (250) 982-2319
Email: tmoren@sd49.ca

Only applicants Shortlisted will be contacted.

Distribution for posting: CCNTSA, All Schools, School Board Office, Nuxalk Nation, Nuxalk College, SD#49 Website.