Employment Opportunity

Position Title	Education Assistant
Wage range	Commensurate on qualifications & experience
Location	Stzuminus Schools, Shell Beach Road, Ladysmith BC
Reporting to	Principal or designate
Weekly schedule	Monday - Friday
Hours/Day	8:30 am – 3:30 pm
Employment type	School calendar - October 2026 to June 2027

Stz'uminus Education Society

We provide learning opportunities for all ages, from infancy through to elder years, through our dynamic and integrated programs: Nutsuumat Lelum, Stz'uminus Primary School, Stz'uminus Community School, Post-Secondary & Continuing Education, Land-based Learning, Year 13/adults, Career Planning and job readiness.

Position summary

SES is looking for an Education Assistant to support students and assist the teachers and specialist professionals with teaching and non-instructional tasks. They assist in areas of personal care, teaching and behaviour management under the supervision of teachers, principals, or other childcare professionals.

The position

- Assist students with integration into the classroom and school setting, helping create a safe and calm environment for students.
- Help students individually, in small groups, or supporting whole class, supporting or leading academics with guidance from the teacher.
- Assist students with special needs to use equipment for self-care, learning, and inclusion from direction of teachers and specialty supports i.e. Speech and Occupational therapists, etc.
- Help build students' social skills, emotional skills and self-esteem which may include but not limited to supervision of calm down time, keeping track of and predicting use of calm down tools and strategies. Provided support of SEL with support and direction from Special Education Team.
- Monitor and report student progress to classroom teacher which may include academics, IEP implementation, behavioural skills tracking, etc.
- Accompany and supervise students during activities in school gymnasiums, laboratories, cooking classes, outdoor activities, land-based learning, libraries, resource centres, school events, and on field trips.

- Assist teacher in the operation of projectors, tape recorders and other audio-visual or electronic equipment.
- Assist in the school library, kitchen, or office with tasks and perform other duties assigned by the school principal.
- Supervision of students during recess, at noon hour, during the whole working day.
- Assist in breakfast, snack, and lunch set up and clean up as required or directed.
- Assist in keeping the classroom and school tidy throughout the day for students.
- Follow schedules provided by teachers and Lead Teacher.
- Assist in set up and take down of special/school events.
- Participate and/or lead extra-curricular activities i.e. sports teams, art clubs, etc.
- This job entails standing for long periods of time and being active to keep up with students.
- Bus Monitoring: Provide supervision and support to students during transportation, ensuring their safety while boarding, riding, and exiting the bus.
- Any other tasks and jobs as directed by Teacher or Lead Teacher for the support and benefit of students.

What you bring

- Secondary school graduation or equivalent
- Education Assistant Certification or equivalent in related field or equivalent experience working with individuals with disabilities, behaviour disorders, learning and physical disabilities, syndromes and disorders that affect the learning of students
- Minimum three (3) months of experience working with children
- Knowledge and understanding of child development
- Familiarity with Individual Education Plans and Individual Care Plans are an asset
- Ability to implement modified and adapted curriculum
- Basic computer skills with ability to read and form emails, view word/excel documents,
- Navigate internet and use web-based applications
- Physical ability to respond to student needs (i.e. bolting)
- Awareness of trauma informed wellness for self and others
- Able to pass a Criminal Record Check and Vulnerable Sector Screening.

To explore how we might work together,
we invite your application via ***careers@stzuminus.com***
Open until filled *(only shortlisted candidates will be contacted for an interview)*