



Posting Date: January 20, 2023

ISLAND CATHOLIC SCHOOLS

Invites applications for:

**One (1) Educational Assistant for
Queen of Angels School in Duncan
2 – 3 days/week (12 – 18 hours/week)
Start Date: As soon as possible**

Preference will be given to candidates with the following qualifications and characteristics:

- Identification with and participation in the life of a Catholic parish
- Commitment to Catholic Education
- Familiarity and comfort with K-9 curriculum, including Indigenous Knowledge and Perspectives components
- Certified Educational Assistant (CEA) certificate or equivalent (i.e Human Resource Worker, Teacher)
- Successful EA experience working with students of various ages and abilities
- Strong understanding and compassion in working with students with neurodiversity, including mental health challenges
- Comfort with technology and the google read and write program
- CPI – Nonviolent crisis intervention training (an asset)
- Basic First Aid and CPR Certificate (an asset)
- Ability to work well with children, colleagues and administration
- Ability to assist in providing a safe, caring and positive environment for students in the school setting
- Ability to use discretion when dealing with confidential matters
- Excellent communication and interpersonal skills

Please provide:

- Cover letter and resume
- Support Staff Application Form
- Photocopy of Education Assistant certificate and/or transcripts
- Recent evaluation report from recent employer
- Photocopy of marriage certificate (if applicable)

If Catholic, please submit Pastor Reference Form and photocopy of Baptismal Certificate.

Support Staff Application Form and Pastor Reference Form available on website:

<https://cisdv.bc.ca/employment-opportunities/>

Only short-listed applicants will be contacted.

Applications should be forwarded to:

Island Catholic Schools office
Attention: Superintendent
#1-4044 Nelthorpe Street,
Victoria, BC V8X 2A1
schools@cisdv.bc.ca

Application deadline: Until position is filled.