



Island Catholic Schools

Invites applications for:

On-call Educational Assistants Schools in Port Alberni, Duncan, and Victoria Salary: \$25.62 – \$28.24

The Catholic Independent Schools of the Diocese of Victoria (CISDV) operates 5 schools on Vancouver Island – 4 elementary and 1 high school. Our schools are located throughout Vancouver Island, near the best sites and attractions that Vancouver Island and British Columbia has to offer.

We are a **culturally diverse faith-based family** and a **vibrant school system** with many school and program expansion projects in the future.

Preference will be given to candidates with the following qualifications:

- Certified Educational Assistant (CEA) certificate or equivalent (i.e. Human Resource Worker, Teacher)
- Applied Behaviour Analysis (ABA) training an asset
- Autism training and/or experience an asset
- Experience with challenging behaviours an asset
- Basic First Aid and CPR Certificate (an asset)
- Successful EA experience
- Physical ability for an active job
- Ability to work well with children, colleagues and administration
- Ability to assist in providing a safe and positive environment for students in the classroom and on the playground
- 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
- 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/>

Applications should be forwarded to:

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

Only short-listed applicants will be contacted.