

Posting Date: June 19, 2024



**Island Catholic Schools**  
Invites applications for:

**Educational Assistant at**  
**St. Joseph's School in Victoria**  
**Monday to Friday – 6.5 hours per day**  
**Start date: September 3, 2024**  
**Salary: \$26.52 - \$29.23 per hour**

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
- 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.

For further information, contact:

Mr. Keefer Pollard, Principal, St. Joseph's School  
Email: [kpollard@cisdv.bc.ca](mailto:kpollard@cisdv.bc.ca) Phone: 250-479-1232

Applications should be forwarded to:

Island Catholic Schools Office  
#1-4044 Nelthorpe Street, Victoria, BC V8X 2A1  
Email: [schools@cisdv.bc.ca](mailto:schools@cisdv.bc.ca)

Application deadline: Until position is filled.