



POSTED: April 15, 2021
CLOSING DATE: 1:00pm, April 22, 2021
COMPETITION # SS-2020-148

EDUCATION ASSISTANT – DEAF AND HARD OF HEARING

Temporary Assignment
West Vancouver Secondary School
Effective Immediately to June 30, 2021
27.5 hours per week

Salary starts at \$26.74/hr at Step 1, plus 12% in lieu of benefits

Why West Vancouver Schools?

West Vancouver Schools, the premier place for learning, has a long-held reputation for excellence and innovation. Our motto endorses our vision that we aspire to provide the finest educational experience in the country – for our children, our employees, our community and our world. We support this vision in the work we do, and the drive to be the first and best is clear, both inside and outside the organization.

Summary of Duties:

Under the overall direction of the Director of Instruction, Student Support Services and the day-to-day direction of the school administrator and learning support teacher, the incumbent facilitates communication between students who are deaf or hard of hearing and teacher and peers. This specialized EA position participates as a member of a team and assists in the ongoing planning and implementing of the adaptations and strategies as outlined in the student Individualized Education Plan (IEP). The Education Assistant – Deaf and Hard of Hearing will also perform the duties of an Education Assistant when not required to work in this position.

The full job description is available on Inside45 for internal staff. External applicants can request a copy of the job description from the Human Resources Department; email: hr@wvschools.ca.

Required Qualifications and Experience:

- Grade 12
- Post secondary training such as Special Education Certificate or related courses
- Community Support Worker Certificate, or equivalent
- Typewell Transcriber certified (6 week (35-60 hour) part-time online program)
- Must type a minimum of 60 wpm without errors
- One (1) year experience working with children/students with special needs with a minimum of 6 months working with children/students who are deaf or hard of hearing (DHOH)



- Six (6) months of transcribing experience
- Working knowledge of FM equipment, hearing aids and other technology used with DHOH students
- Working knowledge of MS Office and Google applications
- Proficiency in operating a laptop computer and other peripheral equipment
- Ability to keyboard for extended period of time (up to 1 hour) without a break.
- Level One First Aid and CPR Certificate
- Valid B.C. Class 5 Driver's License (where transportation of students is required)
- Working knowledge of computer software and hardware
- Demonstrated use of alternative communication strategies and effective behaviour intervention

** Or an equivalent combination of training and experience*

Qualified candidates are invited to submit a resume via <https://bit.ly/3xe4oA1> under West Vancouver Schools. Please note that email and fax applications will not be accepted. Please visit the Job Opportunities page on www.westvancouver.schools.ca for more details on the application process.

We thank all interested applicants; however, only short-listed candidates will be contacted.

Successful applicants not currently employed by West Vancouver Schools are required to sign a "consent for Criminal Record Search" to permit a criminal record review.