SCHOOL DISTRICT #54 (Bulkley Valley)

"To empower all learners to live the challenges of a diverse and changing world"

PO Box 758
Smithers, BC V0J 2N0
Ph. (250) 877-6820
Fax (250) 877-6835

File: 26/27 – 47b

November 4, 2026

JOB POSTING

POSITION: SPECIAL EDUCATION ASSISTANT – 23.66 Hours per week
Special Education Assistant 23.66 Hours per week
Starting Salary Range: $24.87 - $29.74 per hour (Effective July 1, 2024)
*Plus Benefit and Pension Package *(as per CUPE Local 2145 Collective Agreement)*

LOCATION: SMITHERS SECONDARY SCHOOL

QUALIFICATIONS:

- Completion of Grade 12 (Dogwood Certificate)
- Minimum of one-year post-secondary training related to working with students with disabilities or diverse abilities
- Training in Non-Violent Crisis Management Techniques (e.g. CPI training) and POPARD (Provincial Outreach Program for Autism and Related Behaviour Disorders) would be an asset
- One (1) year experience working with students with disabilities or diverse abilities in a K-12 educational environment
- Familiarity with computer software for students with disabilities or diverse abilities would be an asset
- Demonstrated ability to use initiative to determine, judge and select appropriate course of action
- Familiarity with Workers' Compensation Board (WCB) safety procedures
- Valid Class 5 – BC Driver's Licence and an exemplary driving record as demonstrated by a current drivers' abstract
- Willing to carry out personal care procedures. Ensures that training is up to date if specific health care routines are required
- Physical ability to perform the required duties

CLOSING DATE: THIS POSTING WILL REMAIN OPEN UNTIL FILLED
STARTING DATE: As soon as possible

Interested persons should submit their application to:
Bobbie Kingsmill, Human Resources Administrator
Email: bobbie.kingsmill@sd54.bc.ca
School District #54 (Bulkley Valley)
PO Box 758, Smithers, BC V0J 2N0

NOTE: This is an internal / external posting. Current qualified CUPE applicants will be considered first and then outside applications will be considered.

School District No. 54 (BULKLEY VALLEY)

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P.O. Box 758
Smithers, BC
V0J 2N0
Ph. (250) 877-6820

File: 26/27 - 54

November 4, 2026

JOB POSTING

POSITION: SPECIAL EDUCATION ASSISTANT – 27 Hours per week
Special Education Assistant 27 Hours per week
Starting Salary Range: $24.87 - $29.74 per hour (Effective July 1, 2024)
*Plus Benefit and Pension Package *(as per CUPE Local 2145 Collective Agreement)*

LOCATION: WALNUT PARK ELEMENTARY SCHOOL

QUALIFICATIONS:

- Completion of Grade 12 (Dogwood Certificate)
- Minimum of one-year post-secondary training related to working with students with disabilities or diverse abilities
- Training in Non-Violent Crisis Management Techniques (e.g. CPI training) and POPARD (Provincial Outreach Program for Autism and Related Behaviour Disorders) would be an asset
- One (1) year experience working with students with disabilities or diverse abilities in a K-12 educational environment
- Familiarity with computer software for students with disabilities or diverse abilities would be an asset
- Demonstrated ability to use initiative to determine, judge and select appropriate course of action
- Familiarity with Workers' Compensation Board (WCB) safety procedures
- Valid Class 5 – BC Driver's Licence and an exemplary driving record as demonstrated by a current drivers' abstract
- Willing to carry out personal care procedures. Ensures that training is up to date if specific health care routines are required
- Physical ability to perform the required duties

CLOSING DATE: Friday, November 6, 2026 @ 3:00pm
STARTING DATE: As soon as possible

Interested persons should submit their application to:
Bobbie Kingsmill, Human Resources Administrator
Email: bobbie.kingsmill@sd54.bc.ca
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PO Box 758, Smithers, BC V0J 2N0

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