



# Immaculate Conception School

3285 Cathedral Avenue, Prince George, BC, V2N 5R2

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Immaculate Conception School in Prince George is seeking a full time Educational Assistant. In addition to the following duties, we are looking for an individual who is specifically trained and has current experience with children with Autism Spectrum Disorder (ASD) **and** Down Syndrome.

- Perform Public Health Level 1 non child specific health procedures (eg. daily hygiene, minor cuts, medical duties, as required)
- Perform communication procedures and performance skill activities under the direction of specialized staff (including Speech and Language Therapists, Occupational Therapists, Physiotherapists, Behavioural Interventionists, etc)
- To work as part of a multidisciplinary team to implement an update student IEP goals and objectives
- Assists students in gaining independence in specific life skills.
- Accompanies students to community access activities as required.
- Assists with specific educational activities (e.g. scribing, reading, prompting).
- Familiarity or willingness to obtain training with specialized equipment an assistive technology.
- Assists classroom teacher in preparing instructional materials.
- Participates in on going professional development.
- Participates in meetings with staff, parents, and others as directed.
- Familiarity with observing, documenting and reporting specific behaviours, behaviour and disciplinary concerns.
- Observes students and records observations as required.
- Reports safety, unusual behaviour, and discipline concerns to the classroom teacher, principal and/or resource teacher, and resolves minor issues on the spot whenever possible.
- Completes supervision duties as assigned.
- Arranges, distributes, and collects activity materials and equipment under the direction of the Learning Resource or classroom teacher.
- Maintains current First Aid, criminal record check and required certificates.
- Competitive wages base on experience.

**Please apply by February 9, 2018 in writing to:**

Mrs. K. Barth  
3285 Cathedral Avenue  
Prince George, BC V2N 5R2  
Or email: [kbarth@cispg.ca](mailto:kbarth@cispg.ca)

**ONLY SUCCESSFUL CANDIDATES WILL BE CONTACTED.**