



EDUCATION ASSISTANT & AFTER-SCHOOL CARE ASSISTANT

Deer Lake School is an independent K-12 Seventh-day Adventist Christian school located in Burnaby, BC. The school has just under 300 students and 40 full-time or part-time staff. The mission of Deer Lake School is to be a Christ-centred community dedicated to the holistic growth of every learner, where we explore with curiosity, lead with courage, and serve with kindness.

Reporting to the principal and under the direction of the educational support services coordinator, education assistants provide support in the classroom and throughout the school community. An education assistant (EA) will help students thrive by providing an effective learning program and a safe, inclusive, and caring environment. Under the direction of the Before & After School Care (BASC) coordinator, BASC assistants provide high-quality supervision of students throughout the BASC program and support students' wellness in whole-class, small-group, or one-to-one settings.

QUALIFICATIONS:

- Responsible Adult Certificate or Education Assistant Certification or Early Childhood Education Certification preferred
- Experience in education and/or working with children and youth
- Experience in Inclusive Education preferred
- Experience working with children/youth in educational or childcare settings.
- Valid First Aid & CPR certification and Criminal Record Check.
- Strong interpersonal, teamwork, and communication skills.
- Ability to maintain confidentiality, stay calm under pressure, and follow direction.

****Candidates need to be eligible to work in Canada and be a member of the Seventh-day Adventist Church.**

KEY RESPONSIBILITIES:

EDUCATION ASSISTANT (School Hours: 9 am - 2 pm)

- Support students with IEP's (Individualized Education Plan) or with diverse abilities
- Be familiar with IEP goals and implementation strategies
- Work with individuals, small groups, or large groups as assigned by the teacher
- Assist classroom teacher with classroom management
- Assist students with lessons under direct supervision of classroom teacher
- Assist teacher in performing specific duties as assigned
- Monitor and report to classroom teacher on student progress
- Observe and discuss the progress of students with teachers and other support staff as specified in students' IEP
- Assist with maintaining a clean, safe, inclusive, and effective classroom

AFTER-SCHOOL CARE ASSISTANT (After-School Hours: 2 pm - 5 pm most days & Full Day Child Care Hours between 8:00 AM to 5:30 PM as needed)

- Actively supervise students from Kindergarten through Grade 7 to ensure their safety and well-being at all times.

- Provide high-quality customer service to parents, children, and the DLS community.
- Follow applicable child care licensing regulations, school policies, and program procedures, including but not limited to active supervision, required staff-to-child ratios, attendance and headcounts, safe transitions and student release, first aid and emergency response, medication administration, incident reporting and documentation, and other required health and safety protocols.
- Support the daily operation of the program and carry out duties as assigned by the Before/After School Care Coordinator based on program needs. Duties may include, but are not limited to, program set-up and clean-up, preparing materials, supporting or leading activities as assigned, providing positive guidance and care, supporting routines and transitions, preparing and serving snacks, organizing and sanitizing program areas and materials, and other duties necessary for the safe and effective operation of the program.
- Participate in professional development and training as required by the program and the school.
- Be flexible and adapt to changes in schedule, duties, rooms, routines, activities, and student groupings and students needs.
- Work in full-day child care programs as needed, including Pro-D Days, non-instructional days, Spring Break Camp and other full-day program days.

PROFESSIONAL CONDUCT & TEAMWORK:

- Demonstrate professionalism, respect, and cooperation with all staff, students, and families.
- Follow program directions from leadership and support team initiatives.
- Take initiative and assist colleagues as needed.
- Attend meetings or training as requested and use feedback constructively.
- Seek advice, assistance, and guidance from colleagues
- Maintain current knowledge of school and conference policies
- Assume an ongoing responsibility for participation in appropriate professional development activities (including, but not limited to pursuing related certifications)

Working Conditions

- Primarily school-based with hours during and after the school day.
- Active, hands-on supervision required throughout the day.

JOB TYPE:	Contract – Hourly Sept. 2026 - June 30, 2027
POSITIONS AVAILABLE:	full-time position - approximately 32 - 40 hours/week
SALARY:	\$27.29 per hour (plus benefits)*
APPLICANTS:	Send cover letter, resume, and copies of any certifications to: admin@deerlakeschool.ca
POSTING CLOSING DATE:	Monday, September 13, 2026 or until filled

* base rate; additional increase contingent on relevant certification and experience