



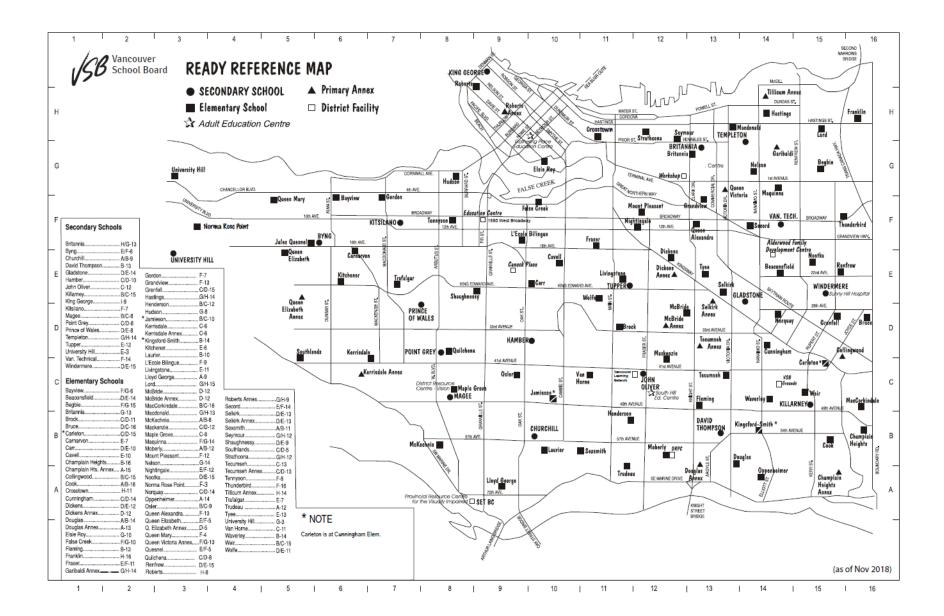




### Introductions



### **Our District**



## Ongoing VSB Postings

## Other Common Postings

- Education Assistants
- IT

Supervision Aides

Payroll

Custodians

Finance

- Office Administration
- Purchasing
- Youth & Family Workers

View all current job postings

Food Service

- -Cafeteria Workers
- -Cooks
- -Bakers

## Education Assistants (permanent & on-call)

- Assisting students who have special needs (working one-to-one or in groups)
- Must have completed Education
   Assistant program or extensive prior experience assisting students with special needs (e.g., Behaviour Interventionist)
- Various EA programs available including Burnaby Continuing Education with classes and practicums in VSB schools.

#### **BURNABY COMMUNITY & CONTINUING EDUCATION**

NEW JOB. NEW FRIENDS. NEW LANGUAGE. NEW KNOWLEDGE. NEW OPPORTUNITIES.



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#### **EDUCATION ASSISTANT DIPLOMA**

#### **EDUCATION ASSISTANT DIPLOMA**

→ FREE INFORMATION SESSIONS

- o Program description
- Application requirements
- Graduation requirements
- Future employment
- o Program curriculum
- Student feedback

- o Related programs
- o Registration by phone or in person
- Refund policy

#### 1. VANCOUVER FULL-TIME

- ◆ Schedule: 2023-Jan-06 to 2023-Jun-15 Monday to Friday 9:00 am to 3:30 pm.
- ◆ Location: partly online, partly in person at Garibaldi Annex, 1025 Slocan St.
- Course Fee: \$5500
- ◆ Application submission for the Vancouver program is now open.
- ◆ Applications will be reviewed as they come in. Qualifying applicants will be invited to an interview.

Please follow this <u>link</u> for more info including additional course offerings.

- 6.5 hours per day –
   generally, 8:30 a.m. to 3:30 p.m.
- On-Call = \$28.49/hr + 18.6% in lieu
- Permanent = \$28.49/hr + comprehensive benefits & pension
- Position is part of CUPE, Local 15

# Supervision Aides (permanent & on-call)

- Supervise all students during recess and lunch; both indoors and outdoors on the playground in all kinds of weather
- In between recess and lunch supervise students in the classroom, library, and/or gym
- Must have experience looking after children (preferably managing large groups)

- 2.5 hours per day –
   10:30 a.m. to 1:00 p.m.
- On-Call hourly rate \$23.37
- On-call employees receive 14% in lieu of all benefits
- Permanent rate \$507.10 Bi-weekly + 5% allowance for Stat Holiday
- Position is part of IUOE, Local 963

## Custodians (on-call)

8

Assistant Building Engineers (permanent)

#### On-Call Custodian:

Must have a BSW certificate (e.g., BSW program from Burnaby Continuing Education) or previous custodial experience

Career progression: Steady part-time custodian, assistant & head custodian positions

Assistant Building Engineer 1:

Must have valid 4<sup>th</sup> or 5<sup>th</sup> class power engineering or boiler operator certification

**Custodial position with some heating duties** 

Career progression: ABE 2 ABE 3, and Building Engineer positions

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#### BUILDING SERVICE WORKER CERTIFICATE



Please follow this <u>link</u> for more info. Future course offerings for January 2023 onwards will be posted soon

- 7.5 hrs/day, Mon-Fri generally, 2:30pm to 10:30pm
- On-Call Custodian salary: \$24.02/hr + 14% in lieu
- ABE1 salary: \$50,854.44 annual + shift allowance, comprehensive benefits & pension
- Position is part of IUOE, Local 963

### Office Administration (on-call)

- Mostly school-based positions when oncall but other opportunities as well in various departments (e.g., Payroll, Accounting, HR, Purchasing, Operations, etc.)
- Busy throughout the school year with some opportunities for work during school breaks
- 10- and 12-month full-time positions available through VSB internal postings
- Must have prior office experience, pass Office Testing (Word, Excel, & Written Task), and be available minimum 3 days/week

- 7 hours per day –
  generally, 8a.m. to 3:30 p.m. for
  school positions and 8:30-4:30 p.m.
  for positions at the VSB Office
- On-Call rate depends on qualifications:

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OSB rate = $25.90/hr + 18.6% in lieu
OSC rate = $29.68/hr + 18.6% in lieu
```

Position is part of CUPE, Local 15

### Food Services (on-call)

- Depending on qualifications, can work in the following positions:
- Food Service Worker
   -Dishwashing, Food Prep, etc.
- Cafeteria Teacher's Aid
  - -Administer Hot Lunch Programs
  - -Food Prep, Stocking, Serving, etc.
- Cook & Baker
  - -Create Menu, Cook/Bake, Clean, etc.
  - -Assist ACE-It program

- Various shifts (e.g., 4 to 7 hrs/day) between hours of 7 a.m. to 3 p.m.
- On-Call rate depends on position:

```
FSW = $21.51/hr + 14% in lieu

CTA1 = $25.97/hr + 14% in lieu

Cook = $26.39/hr + 14% in lieu

Baker = $26.39/hr + 14% in lieu

TQ Cook = $29.61/hr + 14% in lieu

TQ Baker = $29.61/hr + 14% in lieu
```

Position is part of IUOE, Local 963

### How do I apply to the VSB?



www.makeafuture.ca

### Your application must include

#### **Cover Letter**

Resume – Include all Work and Volunteer Experience

References – Three Direct Supervisors





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