



Burnaby School District is seeking applications for the following **casual** positions:

Custodians

A custodian is responsible for the safety, cleanliness and security of school district facilities and grounds. Completion of Grade 12, a Building Service Worker certificate and relevant work experience are required.

Noon Hour Supervisors

A noon hour supervisor is responsible for the supervision and safety of students during the lunch break period in specifically assigned areas in and outside of school buildings. Completion of Grade 12 and experience working with children and youth is required.

Clerical Staff

Casual clerical staff work at various schools and sites throughout the district performing a variety of clerical and administrative tasks. The hours and days of work will be variable. Applicants must have 60 wpm typing, a thorough knowledge of Microsoft Office including Word, Excel, Power Point and Access, several years experience as an administrative assistant at an intermediate level and knowledge and experience in bookkeeping principles and practices.

Special Educational Assistants

Casual Educational Assistants work directly with children in various schools throughout the district. Under the direction of a designated educator, Educational Assistants will support children in the areas of behaviour management, curriculum implementation, social skill development, personal care and physical assistance.

Qualified applicants should forward their resume to:

Human Resources

School District 41 – Burnaby

5325 Kincaid Street, Burnaby, B.C. V5G 1W2

applications@sd41.bc.ca

Only those applicants considered for interview will be contacted.