



BC CHRISTIAN ACADEMY

CHRIST | COMMUNITY | COMPASSION

Nov 12, 2025

Education Assistant (EA)

Location: Port Coquitlam, B.C.

School: British Columbia Christian Academy (BCCA)

Type: 33 hours a week until June 30, 2026

About Us

British Columbia Christian Academy (BCCA) is a Pre-K to Grade 12 independent Christian school serving over 550 students, along with a Kids Club (daycare) of 300 children in the Tri-Cities area. We are passionate about equipping students to impact the world for Jesus Christ. Guided by our three core values—**Christ, Compassion, and Community**—we pursue academic excellence, spiritual growth, and Christ-centered service in everything we do.

Position Summary

The **Education Assistant (EA)** supports students with learning needs (SLN) registered under the Inclusive Education (IE) Program. The EA works closely with classroom teachers, the IE team, and other professionals to provide learning, behavioural, and personal care support that enables each student to succeed in a safe and inclusive learning environment.

Key Responsibilities

- Collaborate with teachers and the IE team to implement **Individual Education Plans (IEPs)**, **Learning Support Plans (LSPs)**, and **Behaviour Management Plans (BMPs)**.
- Support students in a variety of settings (classroom, pull-out sessions, field trips, and school events).
- Assist students with personal care, mobility, and communication needs.
- Implement social skills or behaviour strategies, including the use of visuals, data charts, and reinforcement techniques.
- Monitor and report student progress to the teacher and IE Campus Case Manager.
- Communicate daily updates with parents through a communication notebook or as directed.
- Incorporate recommendations from therapists and consultants, as agreed upon by the school team.

bcchristianacademy.ca | office@bccaschool.ca

Elementary School Campus | 1019 Fernwood Ave. Port Coquitlam BC V3B 5A8 | 604.941.8426

Middle School Campus | 2329 Fremont Connector Port Coquitlam V3B 0M3 | 778.819.6620

High School Campus | 3000 Christmas Way Coquitlam BC V3C 2M2 | 778.819.8534

- Assist teachers with classroom tasks such as preparing materials, bulletin boards, and organizing learning spaces.
 - Participate in staff meetings and professional development to enhance knowledge and skills.
 - Maintain a substitute plan (sub-book) for continuity of support during absences.
 - Respond to emergencies and ensure student safety at all times.
 - Perform other related duties as assigned.
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Qualifications and Experience

- Education Assistant certificate or equivalent training and experience.
 - Experience supporting students with diverse learning or behavioural needs preferred.
 - Demonstrated ability to work collaboratively within a team environment.
 - Excellent communication, organizational, and problem-solving skills.
 - A caring and patient disposition with a heart for Christian service.
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Spiritual and Professional Expectations

The successful candidate will model **servant leadership** and integrate **biblical principles** into daily work, supporting the mission and vision of BCCA to glorify God and equip students for life and service. All staff must affirm the School's **Statement of Faith** and demonstrate a personal commitment to Jesus Christ as Lord and Saviour.

Compensation and Benefits

- Salary range: **\$24.40 – \$30.83** per hour (based on experience and qualifications).
 - Comprehensive benefits package including medical, dental, vision, RRSP matching, and life insurance.
 - Supportive, faith-based community and opportunities for professional growth.
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How to Apply

Please submit the following documents electronically to our Inclusive Education team, at ie@bccaschool.ca:

- Cover letter and résumé outlining your experience
- Three professional references
- Pastoral reference (name and contact information)
- Personal statement of faith and philosophy of Christian education
- Copy of EA certificate, transcripts, and any supporting documents

We thank all applicants for their interest; only those selected for an interview will be contacted. All applications will be handled in confidence.