

Teacher Assistants Elementary & Secondary School

An employment guide for newcomers to British Columbia



Contents

1. What Would I Do?	2
2. Am I Suited For This Job?.....	3
3. What Are The Wages And Benefits?	4
4. What Is The Job Outlook In BC?.....	5
5. How do I become an Elementary & Secondary School Teacher Assistant?.....	6
6. How Do I Find A Job?.....	6
7. Applying for a Job	10
8. Where Can This Job Lead?.....	11
9. Where Can I Find More Information?	11

Elementary & Secondary School Teaching Assistants (NOC 4413)

Elementary & Secondary School Teaching

Assistants may also be called:

- *Teacher's aide/assistant*
- *Teaching Assistant*
- *Education program assistant*
- *Education Assistant*
- *Elementary school child care attendant*
- *Student monitor*
- *Student support assistant*
- *Special education teaching assistant*
- *Teacher's helper*
- *Lunchroom supervisor*

1. What Would I Do?

Elementary and secondary school teacher assistants assist in areas of personal care, teaching and behaviour management under the supervision of teachers or other child care professionals. They assist teachers and counsellors with teaching and non-instructional tasks and support students. Your duties may include:

- assist students with integration into the classroom and school setting
- help students individually or in small groups with assignments and reinforce learning and retention concepts under the supervision of classroom teacher

- assist students with special needs using techniques such as sign language, Braille and remedial programs
- monitor and report student progress to classroom teacher
- accompany and supervise students during activities in school gymnasiums, laboratories, libraries, resource centres and on field trips
- may assist teacher in the operation of projectors and other audio-visual or electronic equipment
- may assist in school library or office and perform other duties assigned by school principal
- may monitor students during recess, at noon hour or during the day

More information:

- **WorkBC Career Profile for Elementary and Secondary School Teacher Assistants**
<https://www.workbc.ca/Job-Seekers/Career-Profiles/4413>

2. Am I Suited For This Job?

Elementary and Secondary School Teacher Assistants should have:

- good communication skills
- experience working with children

They should be:

- good with people
- patient and understanding
- creative and enthusiastic

Elementary and Secondary School Teacher Assistants may have a regular 9 to 10-month school year or may work year round. They work mainly indoors, but may supervise students outdoors.

Sources:

- **WorkBC Career Profile for Elementary and Secondary School Teacher Assistants**
<https://www.workbc.ca/Job-Seekers/Career-Profiles/4413>

- **Career Cruising** database (Profile for 'Educational Assistant').

<http://www.vpl.ca/digital-library/career-cruising>

3. What Are The Wages And Benefits?

In British Columbia, the average annual salary for *elementary and secondary school teacher assistants* ranges from \$33,000 - \$44,000. According to WorkBC, hourly wages can range from \$16- \$25.70. In BC's regions, *elementary and secondary school teacher assistants* can expect to make:

Elementary & Secondary School Teacher Assistants, NOC 4413 Hourly Wages

Location	Wage (\$/hr)		
	Low	Median	High
British Columbia	16.21	22.00	26.00
Cariboo Region	16.21	22.00	26.00
Kootenay Region	N/A	N/A	N/A
Lower Mainland - Southwest Region	17.00	22.50	26.00
Nechako Region	16.70	21.25	23.28
North Coast Region	16.21	22.00	26.00
Northeast Region	15.00	21.00	23.84
Thompson--Okanagan Region	16.21	21.00	23.38
Vancouver Island and Coast Region	17.91	23.00	27.06

Table from Job Bank Canada Wage Report <http://www.jobbank.gc.ca/home-eng.do?lang=eng>

Teacher Assistants in public schools are generally not paid during the summer months when school is not in session. Instead, they are hired on a 10-month contract basis each school year, and paid only for the months when students are in class. Individual school boards may or may not pay Teacher Assistants for holidays and professional development days.

Some Teacher Assistants belong to unions. Union representatives negotiate wages and benefits, such as dental coverage and paid sick days, on behalf of their members.

Sources:

- **WorkBC Career Profile for Elementary and Secondary School Teacher Assistants**
<https://www.workbc.ca/Job-Seekers/Career-Profiles/4413>
- **Career Cruising** database (Profile for 'Educational Assistant').
<http://www.vpl.ca/digital-library/career-cruising>

4. What Is The Job Outlook In BC?

WorkBC reports that for the period 2014-2024, the expected annual demand growth rate will be 0.5% across the province. In BC's regions, the average annual employment growth will range from a low of -0.4% (negative growth) in the Cariboo to a high of 2.2% in NorthEast BC with the next highest growth at 1% in both Kootenays and Thompson Okanagan regions.

Elementary & Secondary School Teacher Assistants	
0.5%	6,230
Expected annual demand growth rate (2014-2024)	Job openings (2014-2024)
N/A - Data not available or not provided due to data quality issues	
Occupation Outlook for B.C.:	
% of job openings from replacement	86%
% of job openings from expansion	14%
Average annual growth rate of employment (2014-2024)	0.5%
Expected cumulative job openings (2014-2024)	6,230

JobBank Canada reports that for the 2014-2016 period, the employment outlook is expected to be good for elementary and secondary school teacher assistants (NOC 6472) in British Columbia.

Sources:

- **WorkBC Career Profile for Elementary and Secondary School Teacher Assistants**
<https://www.workbc.ca/Job-Seekers/Career-Profiles/4413>

- JobBank Canada, Employment Outlook,
<http://www.jobbank.gc.ca/home-eng.do?lang=eng>

5. How do I become an Elementary & Secondary School Teacher Assistant?

In BC, completion of secondary school is required. Although there is no certification required to be a teacher assistant, most employers require completion of a 10-month college program in teaching assistance, educational assistance or other social science program. Teacher assistants who help students with special needs usually require specialized training and experience. Training in first aid and nonviolent crisis intervention (NCI) may also be needed

For more information on training and certificate programs, see:

- Education Assistants, Make A Future: Careers in BC Education
<http://www.makeafuture.ca/careers/support-staff/education-assistants/> [scroll down to 'Training and Educational Programs']

For information on working in **First Nations (Aboriginal) Schools**, see:
<http://www.makeafuture.ca/regions-districts/first-nations-school-regions/>

6. How Do I Find A Job?

Where would I work?

- *in public and private elementary and secondary schools*
- *in special schools and treatment centres*
- *in community centres*
- *in tutoring centres*

Finding Advertised Jobs

Jobs are advertised in a variety of sources including newspapers, magazines and online job sites.

Local Newspapers

You can look at the *Vancouver Sun* & *The Province* at Vancouver Public Library for free. Check the job postings daily, the careers section in the *Vancouver Sun* on Wednesdays and Saturdays and, in *The Province* on Sundays.

Online Job Postings

- **Make A Future: Careers in BC Education** (a program of BC Public School Employers' Association [BCPSEA], BC's 60 public boards of education, the First Nations Education Steering Committee, and the Ministry of Education)
<http://www.makeafuture.ca/careers/> [click on 'View our Job Board', then under 'Job Type', select 'Support Staff']
- **Independent Schools Association of British Columbia (ISABC)**
<http://isabc.ca/employment/support-staff>
- **Society of Christian Schools in BC**
<http://www.scsbc.ca/AboutUs/EmploymentOpportunities.html>
- **Catholic Independent Schools, Vancouver Archdiocese**
http://www.cisva.bc.ca/general_info/employment/other_jobs.php
- **Catholic Independent Schools of BC**
<http://cisbc.ca/> [links to Catholic schools in diocese of Kamloops, Nelson, Prince George and Victoria]
- **Education Canada.com**
<http://bc.educationcanada.com/>
- **Indeed.ca**
http://ca.indeed.com/advanced_search
<http://ca.indeed.com/Teaching-Assistant-jobs-in-Vancouver,-BC>
<http://ca.indeed.com/Educational-Assistant-jobs-in-Vancouver,-BC>
<http://ca.indeed.com/Special-Education-Assistant-jobs-in-Vancouver,-BC>
<http://ca.indeed.com/Tutor-jobs-in-Vancouver,-BC>
- **Neuvoo**
<http://neuvoo.ca/en>

- **WorkBC**
<https://www.workbc.ca/JobSeekers/SearchResults.aspx>
- **BC Jobs.ca**
<https://www.bcjobs.ca/>

Finding “Hidden Jobs”

Many job vacancies are not advertised. The resources below will help you *with finding jobs in this “hidden” job market.*

Using Directories to Create a List of Potential Employers

You can use directories to produce lists of schools and other educational organizations. Contact them directly to find out if they’re hiring teacher assistants.

- **BC Muslim Schools**
<http://www.thebcma.com/schools.aspx>
- **British Columbia Muslims: Islamic education**
<http://bcmuslims.com/listings/islamic-education/>
- **Canadian Accredited Independent Schools – CAIS**
<http://www.cais.ca/page.cfm?p=5>
- **Federation of Independent Schools Associations, British Columbia**
<http://fisabc.ca/find-school>
- **Independent School Authorities** (list compiled by Province of BC, Ministry of Education & Training)
<http://www.bced.gov.bc.ca/apps/imcl/imclWeb/IndSchoolAuthority.do>
- **Reference Canada**
<http://www.vpl.ca/digital-library/reference-canada>
Click on “Start Search” beside Canadian Businesses, then select the “Advanced Search” button. Select both “Keyword/SIC/NAICS” under Business Type and “City” under Geography. In the top search box enter “schools”** and click SEARCH. Select the appropriate headings. Lower down, select the Province, choose the cities, and click the “View Results” button.
**You can also try searching on “private schools” or “religious schools” or “tutoring”.

Available from the VPL Digital Library | Explore our Digital Library page

NOTE: *You can access this database from a Library computer. If you are using a computer from outside the Library, you will need a Vancouver Public Library card to login to this database. After clicking on the database name, you will be asked to enter your library card number and PIN (usually last four digits of your telephone number).*

Networking, Volunteering and Temporary Agencies

Many positions are filled by people who have been recommended by someone they know. Networking, working as a volunteer or registering with a temporary employment agency are good ways of helping you find jobs and meet people in your industry.

Networking and the Hidden Job Market:

When looking for work, be sure to talk to friends, relatives and neighbours. They may know someone who is hiring! Working as a volunteer, attending events, and joining clubs and associations are good ways to gain "Canadian experience." They are also good ways to meet people to learn about the local job market.

Volunteer opportunities

- **Volunteer BC**

<http://www.volunteerbc.bc.ca/>

- **GoVolunteer.ca**

<http://govolunteer.ca/>

- **Family Services of Greater Vancouver**

<http://www.fsgv.ca/get-involved/volunteer-with-us/>

- **YMCA of Greater Vancouver**

<https://gv.ymca.ca/Volunteer/Volunteer-Postings>

Volunteer opportunities may be available in **child care centres** (50 locations), family programs and community services

- **YWCA of Metro Vancouver**

<http://ywcavan.org/help/volunteer/volunteer-opportunities>

Volunteer opportunities may be available in the YWCA's Family Services programs and their four licensed **child care centres**

Volunteer in Public Institutions: Schools and Recreation Centres

Many public institutions accept volunteers; consider volunteering for your school district, your local neighbourhood school or your local recreation centre.

- **School Districts/Boards:** complete list of school districts and schools available at: www.bced.gov.bc.ca/apps/imcl/imclWeb/Home.do
go to your school district website or your local school's website and search for 'volunteer', one example is:
Vancouver School Board, www.vsb.bc.ca/apply-volunteer
- **Public Recreation Centres and Parks**
go to your local city/town website and search for 'parks' or 'recreation' or 'community centre'; when you locate your local recreation centre, search for 'volunteer'

For additional tips see:

- **Networking for Employment**
Go to <http://skilledimmigrants.vpl.ca>
[Search Networking for Employment]
- **Getting Canadian Work Experience**
Go to <http://skilledimmigrants.vpl.ca>
[Search Getting Canadian Work Experience]

7. Applying for a Job

In Canada, employers usually expect to receive a resume and a cover letter that identifies the position you are applying for and summarizes your experience. Use the library catalogue, <http://vpl.bibliocommons.com/> to find books on writing resumes and cover letters specific to your industry.

For more information see:

- **Writing Resumes and Cover Letters**

Go to <http://skilledimmigrants.vpl.ca>

[Search Writing Resumes and Cover Letters]

8. Where Can This Job Lead?

With additional training, e.g. applied behavior analysis therapy (ABA), American sign language (ASL), Classroom and Community Support Worker Program, teacher assistants may take on more challenging roles.

9. Where Can I Find More Information?

- **BC Public School Employers' Association (BCPSEA): Support Staff**
<http://www.bcpsea.bc.ca/bc-support-staff/overview.aspx>
- **Special Education Association of BC**
<http://www.seaofbc.ca/>
- **Make a Future: Careers in BC Education**
<http://www.makeafuture.ca/careers/support-staff/education-assistants/>
- **Roles and Responsibilities of Teachers and Teacher Assistants/ Education Assistants.** Produced jointly by BC Teachers Federation and CUPE BC
<https://bctf.ca/uploadedFiles/Public/Issues/InclusiveEd/RolesAndResponsibilitiesTeachersTAs.pdf>
- **First Nations Education Steering Committee (FNESC)**
<http://www.fnesc.ca/>
- **First Nations School Association of British Columbia (FNSA)**
<http://www.fnasa.ca/>
- **Learn More About Working in BC and Canada**
Go to <http://skilledimmigrants.vpl.ca>
[Search Learn More About Working in BC and Canada]

Questions? Please ask the Information Staff at the Central Library or telephone 604-331-3603.

Please note that the information in this guide is also available online through the Skilled Immigrant InfoCentre website at <http://skilledimmigrants.vpl.ca/>.

