

Pacific School of Innovation and Inquiry



Position:

Education Assistant and Activities Coordinator

Appointment:

- 9:00-3:30 (includes ½ hour unpaid lunch) for all school days in session. Will consider an applicant who desires to work 4 days/week instead of 5.
- Term: September 2, 2026 to June 30, 2027 (possible renewal beyond June 2027)

Description:

Pacific School of Innovation and Inquiry (PSII) is an independent school in downtown Victoria, BC, serving learners in grades 9 through 12. PSII's model of learning is a progressive one, based in emergent, co-constructed, and personalized curriculum. Teachers and students work together to plan learning activities to fit inquiry paths that are typically interdisciplinary in nature. Our campus is right downtown in Victoria and in addition to our campus facilities, learners access community resources for learning (local library, BC archives, etc) and for their physical health and well-being (YMCA, Crag-X, the grounds at Beacon Hill Park, etc)

PSII requires an educational assistant qualified to be a member of our core team. Under the supervision of the principal or designate, **duties include:**

- Supporting learners to execute their day plans (executive functioning, learning strategies)
- Supporting learners to further develop literacy and numeracy skills
- Working independently and collaboratively with teachers to support learners, including neurodiverse learners
- Guiding / facilitating off-site activities for physical health and general well-being (group and individual), including planning and preparation
- Supporting learners to connect with community resources and mentors to access expertise associated with their lines of inquiry.

The candidate will support all learners in interdisciplinary, inquiry-based learning. Currently, there are approximately 120 learners at the school.

Desired background/specialization:

- expertise and experience in supporting learners with neurodivergence.
- expertise and experience in organizing and facilitating group activities
- expertise and experience supporting the development of numeracy and literacy skills
- expertise and experience considering function of behaviour

Mandatory requirements for employment are:

- Completion of grade 12
- Completion of an Education Assistant or similar program
- One (1) year's related experience
- Experience working inclusively and in ways that support learning for all
- Proficiency with productivity tools in a PC (Windows) environment
- Familiarity with materials and approaches suitable for secondary students with a wide variety of learning styles and needs
- Strong interpersonal communications and collaborative skills
- Able and willing to take initiative

Pay Rate:

- This is a 10-month salary position (September 2, 2026 to June 24, 2027) that **includes extended health benefits.**
- \$29/hour

School will determine best fit with existing staff and with known student need/interest when evaluating your application.

Posting Closing Date: July 6, 2026

Apply by email to: employment@learningstorm.org

Applicants MUST include:

- ☐ Resume or CV and all documents (copies) that speak specifically to qualifications, experience, certifications, and expectations listed above. This should include at least two references with contact information. No reference letters required.

Please note that prospective employees must agree to undergo a criminal records check, as failure to do so will be grounds for refusing employment.