

**Contract Posting #: SD 2092026ED**

Posting Date: June 22, 2026

Closing Date: OPEN UNTIL FILLED

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| <p><b>Contract Opportunity</b></p>       | <p><b>Educational Assistant<br/>Inclusive Education Services</b></p>  |                         |  |
| <p><b>Team</b></p>                       | <p>Inclusive Education Services</p>   | <p><b>Team Lead</b></p> | <p>Inclusive Education Services Lead</p> |
| <p><b>Summary of the Opportunity</b></p> | <p>SelfDesign Learning Foundation is seeking an experienced Educational Assistant (EA) for our Learning Support Services (LSS) room team.</p> <p>The LSS room is a virtual version of a bricks-and-mortar school’s ‘resource room’ where learners in our general and high-incidence programs can access EA support. The LSS room is a small team of EAs and educators who meet weekly to plan and implement offerings for learners.</p> <p>The scope of the work includes individual and small group direct support of learners in K-12, with a focus on:</p> <ul style="list-style-type: none"> <li>• broader literacy and numeracy goals in grades K - 8.</li> <li>• assignment completion support in grades 9 - 12.</li> </ul> <p>This is a 10-month, full-time contract opportunity, from August 15, 2026 to June 15, 2027.</p> <p>This role is ideal for someone who works well independently and in a small team, and demonstrates strong computer and organizing skills.</p> |                         |  |
| <p><b>Work Environment</b></p>           | <p>We are a remote organization.</p> <p>We operate during Pacific Time zone business hours, Monday to Friday between 8:30 am and 5:00 pm.</p> <p>Flexibility in hours of availability is possible while still meeting the needs of the organization and learners.</p>   |                         |  |
| <p><b>Timelines</b></p>                  | <p>Contract start date: August 15, 2026</p> <p>Contract end date: June 15, 2027</p>   |                         |  |
| <p><b>Budget</b></p>                     | <p>\$57,675</p>   |                         |  |

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| <p>To Respond To This Opportunity</p> | <p><b>Read the contract details below.</b></p> <p><b>Email a cover letter and your resume to <a href="mailto:opportunities@selfdesign.org">opportunities@selfdesign.org</a>.</b></p> <p>In your cover letter detail:</p> <ul style="list-style-type: none"> <li>• Why you are interested in this opportunity.</li> <li>• Your availability, particularly if you have other commitments.</li> <li>• Evidence of a successful track record providing services similar to our request in a comparable work environment.</li> </ul> <p>We actively encourage applications from members of groups with historical and/or current barriers to equity.</p> <p>We look forward to receiving your response. Responses will be reviewed as they are received.</p> |
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| Contract Details  |   |   |   |
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| Oversight   | You will work at the direction of the Team Lead.  |   |   |
| Services Required   | <ul style="list-style-type: none"> <li>• Host direct learner LSS room offerings over Zoom.</li> <li>• Track and communicate learner progress with wider team.</li> <li>• Attend weekly LSS room team meetings.</li> </ul>   |   |   |
| Competencies  | <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>• Achievement orientation</li> <li>• Attention to detail</li> <li>• Client focus</li> <li>• Computer and digital literacy</li> <li>• English literacy</li> </ul> </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>• Fostering communication</li> <li>• Initiative</li> <li>• Writing Skills</li> <li>• Collaboration and teamwork</li> </ul> </td> </tr> </table> | <ul style="list-style-type: none"> <li>• Achievement orientation</li> <li>• Attention to detail</li> <li>• Client focus</li> <li>• Computer and digital literacy</li> <li>• English literacy</li> </ul> | <ul style="list-style-type: none"> <li>• Fostering communication</li> <li>• Initiative</li> <li>• Writing Skills</li> <li>• Collaboration and teamwork</li> </ul> |
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| Experience and Credentials  | <ul style="list-style-type: none"> <li>• Demonstrated experience as an educational assistant and/or similar role.</li> <li>• Degree, certification or an equivalent combination of work experience in an educational assistant role.</li> </ul>   |   |   |
| Mandatory Requirements  | <p>If you are offered and accept this contract opportunity, you will need to:</p> <ul style="list-style-type: none"> <li>• Undergo a Criminal Record Check which must be obtained through SelfDesign with the BC Solicitor General's office at your own expense (approximately \$28) unless you are a B.C. Certified Teacher.</li> </ul>  |   |   |

## About SelfDesign

SelfDesign Learning Foundation (SDLF) is a registered charity and non-profit organization that operates several programs including one of the largest distributed learning schools and personalized learning programs in British Columbia, SelfDesign Learning Community. SelfDesign enables learners to complete K-12 by exploring their passions and taking the lead in their own learning and life. With personalized guidance from B.C. certified educators, learning unfolds at home and within local and online communities.

## Working with us

We facilitate lifelong learning and holistic personal growth with programs, opportunities, and support for people of all ages, with an emphasis on choice and self-direction.

We provide access and support for our main applications:

- SelfDesign Connect for mail, calendar, contacts, notes, instant messaging, phone
- Google Workspace
- Zoom for video meetings/conferencing.

You provide and use:

- Your own securely set-up computer
- Reliable and secure internet connectivity
- Your own workspace in an environment that ensures privacy, security and confidentiality.

Learn more at [www.selfdesign.org](http://www.selfdesign.org) and read our [Community Report 2025](#).