



EMPLOYMENT OPPORTUNITY

Educational Assistant

Term Full Time - 6.5hr
Immediately to June 28, 2024
Jordan's Principle

Qualifications:

- Grade 12 required; An Educational Assistant diploma will be considered an asset
- Training and knowledge of behaviour management techniques
- Ability to work independently and collaboratively with other in a participative environment
- Demonstrated ability to maintain confidentiality with respect to all matters pertaining to students, staff and families
- Excellent verbal and written communication skills
- Possess good working habits (punctuality and attendance)

Duties and Responsibilities:

- Provides direct instructional support to students
- Supervises students to ensure a safe educational environment
- Participates in school duties such as hallway, lunchroom, playground and bus
- Possess good working habits and willingness to learn new skills
- Attends program planning meetings to assist in development student specific plans (IEPs and others)
- Performs other related duties as assigned.

Salary and fringe benefits as per the CUPE Collective Bargaining Agreement. Positions currently available at Kelsey Community School, École Opasquia School, École Scott Bateman Middle School, Margaret Barbour Collegiate Institute, and Mary Duncan School.

Apply in writing or by e-mail to:

Angie Quiring, Payroll & Benefits Administrator/Human Resources

Email: hr.ksd@ksd.mb.ca

Kelsey School Division Administration Office
P.O. Box 4700
322 Edwards Avenue
The Pas, MB R9A 1R4

Closing date: Until filled

Please Note: A satisfactory Child Abuse Registry Check and a Criminal Record Check must be obtained for the successful applicant