



External

EMPLOYMENT OPPORTUNITY

Educational Assistant

(3) - Term Full Time – 6.5hr

Immediately to June 28, 2024

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 others 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.

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.