



## EMPLOYMENT OPPORTUNITY

# Educational Assistant

---

## (2) – Permanent Position's

Start September 3, 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 other in a participative environment
- Ability to work with all ages of children with behavioural disorders and/or physical challenges
- 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:

- Duties may include personal hygiene and supervision of special needs
- Provide assistance and 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
- Performs other related duties as assigned.

Salary and fringe benefits as per the CUPE Collective Bargaining Agreement.

Currently at 6.5hr at Mary Duncan

3.25hr at École Scott Bateman Middle School

**Apply in writing or by e-mail to:**

**Angie Quiring**, Payroll & Benefits Administrator/Human Resources

Email: [hr.ksd@ksd.mb.ca](mailto:hr.ksd@ksd.mb.ca)

Kelsey School Division Administration Office

P.O. Box 4700

322 Edwards Avenue

The Pas, MB R9A 1R4

**Closing date: April 4, 2024 at 4:00 p.m.**

---