



INTERNAL

## EMPLOYMENT OPPORTUNITY

# Educational Assistant

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**(1) – Permanent Full Time – 6.5hr**

**Effective May 27, 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 Margaret Barbour Collegiate Institute

**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: May 16, 2024 at 4:00 p.m.**

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