



## EMPLOYMENT OPPORTUNITY

# Educational Assistant

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**Term Full Time – 6.5hr**

**2024-2025 School year**

**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
- 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 École Opasquia School, Kelsey Community 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](mailto:hr.ksd@ksd.mb.ca)

Kelsey School Division Administration Office

P.O. Box 4700

322 Edwards Avenue

The Pas, MB R9A

**Closing date: Until filled**

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

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