



Internal

EMPLOYMENT OPPORTUNITY

Educational Assistant

**(1) - .50 Term Position until June 2025
AS SOON AS POSSIBLE**

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 .50 hr at École Opasquia 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 IR4

Closing date: November 14, 2024 at 4:00 p.m.
