Kelsey School Division
322 Edwards Avenue The Pas, MB R9A 1R4
Phone: (204) 623-6421 Fax (204) 623-7704

Position INTERNAL	1 Educational Assistant
Location:	Mary Duncan School
Start Date:	To be determined
Hours/Days/Months:	3.25 Hours/day, 5 days/week, 10 months/year
Term of Employment	Term 2025-2026 School Year
Salary:	As per C.U.P.E. Agreement
Unionized/Non-Unionized:	Unionized
Application Deadline:	September 23, 2025, at 4:00 p.m.

Qualifications:

- Grade 12 required; An Educational Assistant diploma will be considered an asset
- Possesses a strong knowledge of high school course content with an emphasis on Grade 11 and 12 Math
- Training and knowledge of behaviour management techniques
- Ability to work independently and collaboratively with others 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 about students, staff and families
- Excellent reading, 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
- Performs other related duties as assigned.
- Focus on student engagement with an emphasis on graduating students
- Responsible for academic monitoring and delivery of targeted supports aimed at improving graduation outcomes
- Be able to work flexible hours during the school day
- Ability to communicate effectively with professional staff

Thank you for your interest; however, only applicants selected for an interview will be contacted.
By applying, you consent to the Division contacting your references. As a condition of
employment, the successful candidate will be required to submit a clear Criminal Record Check
(including Vulnerable Sector Check)

Please submit applications to: Angie Quiring, Payroll & Benefits
Administrator/Human Resources Email:hr.ksd@ksd.mb.ca
Kelsey School Division Administration Office
P.O. Box 4700, The Pas, MB R9A 1R4