



Kelsey School Division

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

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|---------------------------------|---|-----------------------|
| Position | INTERNAL | Educational Assistant |
| Location: | École Opasquia School | |
| Start Date: | To be determined | |
| Hours/Days/Months: | 3.25 Hours/day, 5 days/week, 10 months/year | |
| Term of Employment | Permanent | |
| Salary: | As per C.U.P.E Agreement | |
| Unionized/Non-Unionized: | Unionized | |
| Application Deadline: | January 7, 2026 at 4:00 p.m. | |

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 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
- Possess good working habits and willingness to learn new skills
- Performs other related duties as assigned.

*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