



## Kelsey School Division

322 Edwards Avenue The Pas, MB R9A 1R4

Phone: (204) 623-6421 Fax (204) 623-7704

<b>Position</b>	<b>EXTERNAL</b>	2 Educational Assistants
<b>Location:</b>		1 at Kelsey Community School & 1 at École Opasquia School
<b>Start Date:</b>		ASAP
<b>Hours/Days/Months:</b>		6.50 Hours/day, 5 days/week, 10 months/year
<b>Term of Employment</b>		Term for the 2025/2026 school year
<b>Salary:</b>		As per C.U.P.E Agreement
<b>Unionized/Non-Unionized:</b>		Unionized

### 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 a 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)*

3/11/2026

**Please submit applications 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, The Pas, MB R9A 1R4