



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:		September 29, 2026
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:		September 28, 2026, at 4:00pm.

Qualifications:

- Grade 12 required, with strong knowledge of high school course content, emphasis on higher secondary mathematics.
- Educational Assistant diploma will be considered an asset
- Training and knowledge of behaviour management techniques
- Experience working in an alternative school environment and trauma-informed training will be considered as an asset.
- 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 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) and Child Abuse Registry Check*

9/21/2026

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