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

Position	1 Educational Assistant
Location:	Mary Duncan School
Start Date:	January 04, 2027
Hours/Days/Months:	6.50 Hours/day, 5 days/week, 10 months/year
Term of Employment	Term: January 04, 2027, to June 30, 2028; or the return of the permanent employee
Salary:	As per C.U.P.E Agreement
Unionized/Non-Unionized:	Unionized
Application Posted:	October 20, 2026, at 9:00 am.

Present Employees shall have five (5) working days from the initial posted date to bid for the posted position

Qualifications:

- Grade 12 required; An 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

10/19/2026

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