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

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| **Position** | 1 Educational Assistant |
| **Location:** | École Opasquia School |
| **Start Date:** | ASAP |
| **Hours/Days/Months:** | 6.50 Hours/day, 5 days/week, 10 months/year |
| **Term of Employment** | Term: 2026-2027 school year |
| **Salary:** | As per C.U.P.E Agreement |
| **Unionized/Non-Unionized:** | Unionized |
| **Application Posted:** | November 12, 2026, at 9:00am. |

***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
- 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
- Participate 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*

11/10/2026

**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