



INVITES APPLICATIONS FOR THE FOLLOWING POSITION

Position:	Educational Assistants
Location:	Helen Betty Osborne Ininiw Education Resource Centre
Start Date:	September 9, 2019
Salary:	\$13.00/hour to \$18.17/hour (Based on academic qualifications)
Unionized/Non-Unionized:	Unionized
Application Deadline:	Open Until Filled

The following Educational Assistant positions are available:

- **Seven (7) full-time permanent positions (6 hours/day, 5 days/week, 10 months/year)**
- **Five (5) full-time term positions to June 30, 2020 (6 hours/day, 5 days/week)**

Under the direction of the Principal, classroom teacher and clinicians, the Educational Assistant provides assistance to students experiencing difficulties with regular classroom work and behavior.

QUALIFICATIONS

- Grade 12
- An Educational Assistant diploma will be considered an asset
- Training and knowledge of behavior management techniques
- Previous experience as an educational assistant or experience working with school-age children is an asset
- Excellent verbal and written communication skills
- Ability to treat students in a respectful, responsible and fair manner with due consideration to the student's physical, social and psychological development
- Ability to work independently and collaboratively with others in a participative environment
- Ability to maintain confidentiality with respect to all matters pertaining to students, staff and families in all verbal and written communication
- Possess good working habits (punctuality and attendance)

DUTIES AND RESPONSIBILITIES

- Provides direct instructional support to students with special needs
- Reinforces behavior management strategies
- Assists with activities reinforcing the individual and/or group program
- Prepares materials and equipment
- Assists with positive classroom management
- Speaks and behaves in a professional manner with students, staff and parents
- Provides a positive role model
- Encourages student independence and works to build student self-confidence and self-esteem.
- Supervises students to ensure a safe educational environment
- Observes, collects data and documents students' strengths, achievements, and needs as directed
- Implements required specialized services (Occupational Therapy, Physiotherapy, Speech and Language, Personal Health Plan and others)
- Participates in school duties such as hallway, lunchroom and playground
- Engages in on-going professional learning to enrich knowledge and skills that contribute to student learning
- Interacts with students in a respectful and appropriate manner to establish positive relationships that foster learning and on-task behaviour
- Performs other related duties as assigned.

Applications should include a cover letter, current resume and a list of three professional references including contact numbers. Consent to contact references is also required.

All applicants are thanked for their interest; however, only applicants selected for an interview will be contacted. By applying, you are consenting that the Division may contact your references. The successful candidate will be required to submit a clear Criminal Record Check (including Vulnerable Sector Search) and Child Abuse Registry Check, at their own expense, as a condition of employment. Further information is available at www.fsdnet.ca

Forward application package to:

Ms. Daisy Monias, Area 5 Superintendent
Frontier School Division
Norway House, MB R0B 1B0
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Email: Daisy.Monias@fsdnet.ca

