



INVITES APPLICATIONS FOR THE FOLLOWING POSITION

Position:	Educational Assistant (Two Positions)
Location:	Duke of Marlborough School
Start Date	September 2, 2025
Salary:	\$20.49/hour to \$22.55/hour (Based on academic qualifications)
Unionized/Non-Unionized:	Unionized
Application Deadline:	Friday, July 25, 2025

The following Educational Assistant positions are available:

- **One (1) full-time permanent position (6 hours/day, 5 days/week, 10 months/year)**
- **One (1) full-time term position to June 30, 2026 (6 hours/day, 5 days/week)**

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
- 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)
- Meets regularly with the classroom teacher for the purpose of sharing information, up-dating programs, and monitoring student progress
- Participates in school duties such as hallway, lunchroom, and playground
- Speaks and behaves in a professional manner with students, staff, and parents
- Provides a positive role model
- 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
- Maintains accurate and up to date records as per school/division requirements
- Attends program planning meetings to assist in development student specific plans (IEPs, IAPs, BIPs, transitional and others)
- 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.

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, at their own expense. Further information is available at www.fsdnet.ca

Reasonable accommodations are available for persons with disabilities on request.

Forward application package to:
Tammy Brant, Area 3 Superintendent
Area 3 Office
30 Speers Road, Winnipeg, MB R2J 1L9
Fax: (204) 697-1318
Email: Tammy.Brant@fsdnet.ca

