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## INVITES APPLICATIONS FOR THE FOLLOWING POSITION

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|------------------------------|-----------------------------------------------------------------|
| <b>Position:</b>             | <b>Educational Assistant</b>                                    |
| Location:                    | Duke of Marlborough School                                      |
| Start Date:                  | September 2, 2025                                               |
| Hours/Days/Months:           | 6 hours/day, 5 days/week                                        |
| Term of Employment:          | Term to June 30, 2026                                           |
| Salary:                      | \$20.48/hour to \$22.53/hour (Based on academic qualifications) |
| Unionized/Non-Unionized:     | Unionized                                                       |
| <b>Application Deadline:</b> | <b>Friday, August 22, 2025</b>                                  |

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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**

- 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 bus coverage, 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](http://www.fsdnet.ca)*

*Reasonable accommodations are available for persons with disabilities on request.*

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

