



## INVITES APPLICATIONS FOR THE FOLLOWING POSITION

|                                 |                                                                 |
|---------------------------------|-----------------------------------------------------------------|
| <b>Position:</b>                | <b>Educational Assistant (Six Positions)</b>                    |
| <b>Location:</b>                | West Lynn Heights School                                        |
| <b>Start Date:</b>              | As soon as possible                                             |
| <b>Hours/Days/Months:</b>       | 6 hours/day, 5 days/week, 10 months/year                        |
| <b>Term of Employment:</b>      | Permanent                                                       |
| <b>Salary:</b>                  | \$18.14/hour to \$20.03/hour (Based on academic qualifications) |
| <b>Unionized/Non-Unionized:</b> | Unionized                                                       |
| <b>Application Deadline:</b>    | <b>Open Until Filled</b>                                        |

### 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 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:  
Laura Kelly, Acting Principal  
West Lynn Heights School  
Box 670, Lynn Lake, MB R0B 0W0  
Fax: (204) 356-8363  
Email: [Laura.Kelly@fsdnet.ca](mailto:Laura.Kelly@fsdnet.ca)  
Posting Date: May 2, 2025

