



INVITES APPLICATIONS FOR THE FOLLOWING POSITION

Position:	Educational Assistant (Two Positions)
Location:	Cranberry Portage Elementary School
Start Date:	September 15, 2025
Salary:	\$20.89/hour to \$22.98/hour (Based on academic qualifications)
Unionized/Non-Unionized:	Unionized
Application Deadline:	Friday, September 5, 2025

- **One (1) full-time permanent position (6 hours/day, 5 days/week, 10 months/year)**
- **One (1) full-time term position to June 29, 2026 (6 hours/day, 5 days/week)**

Under the direction of the Classroom Teacher, Resource Teacher, Student Services Consultant, Clinician, and/or the Principal, the Educational Assistant is required to work with a student who has cognitive/physical disabilities.

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*

Reasonable accommodations are available for persons with disabilities on request.

Forward application package to:
Ms. Dodie Johnston, Principal
Cranberry Portage Elementary School
Cranberry Portage, MB R0B 0H0
Fax: (204) 472-3622
Email: Dodie.Johnston@fsdnet.ca

