



INVITES APPLICATIONS FOR THE FOLLOWING POSITION

Position:	Educational Assistant (36 Positions)
Location:	Helen Betty Osborne Ininiw Education Resource Centre and Jack River School
Start Date:	As soon as possible
Hours/Days/Months:	6 hours/day, 5 days/week, 10 months/year
Term of Employment:	Permanent
Salary:	\$20.90/hour to \$23.00/hour (Based on academic qualifications)
Unionized/Non-Unionized:	Unionized
Application Deadline:	Open Until Filled

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)
- Ability to speak and understand the Cree language would be considered an asset.

DUTIES AND RESPONSIBILITIES

- Provides direct instructional support to students
- 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, under the direction of clinicians (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.

*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:
Candace Wilson, Area 5 Superintendent
Frontier School Division
Norway House, MB R0B 1B0
Fax: (204) 359-6897
Email: Candace.Wilson@fsdnet.ca
Posting Date: September 5, 2025

