



INVITES APPLICATIONS FOR THE FOLLOWING POSITION

Position:	Educational Assistant
Location:	Philomene Chartrand School
Start Date:	As soon as possible
Hours/Days/Months:	6 hours/day, 5 days/week, 10 months/year
Term of Employment:	Permanent
Salary:	\$21.05/hour to \$23.18/hour (based upon education)
Unionized/Non-Unionized:	Non-Unionized
Application Deadline:	Open Until Filled

The Educational Assistant, as part of a student's support team, provides direct instructional support to students with special needs, under the direction of the Classroom Teacher, Resource Teacher, Student Services Consultant, Clinician, and/or the Principal.

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 individuals 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)
- 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
- 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)
- Provides student supervision during lunch hour and enforces school policies and procedures (behavior problems will be referred to the Principal)
- Patrols hallways and washrooms to ensure appropriate student behaviour (some outside supervision will be required)
- Performs other related duties as assigned.

Applications must 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:
Caleigh MacDonald, Principal
Philomene Chartrand School
Box 40, Camperville, MB R0L 0J0
Fax: (204) 524-2596
Email: Caleigh.MacDonald@fsdnet.ca
Posting Date: September 18, 2025

