



INVITES APPLICATIONS FOR THE FOLLOWING POSITION

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| Position: | Educational Assistant |
| Location: | Gillam School |
| Start Date: | As soon as possible |
| Hours/Days/Months: | 3 Hours/Day, 5 Days/Week (Mornings) |
| Term of Employment: | Term to June 26, 2019 |
| Salary: | \$13.00/hour to \$18.17/hour (based upon education) |
| Unionized/Non-Unionized: | Non-Unionized |
| Application Deadline: | Thursday, November 8, 2018 |

QUALIFICATIONS

- Grade 12
- 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-aged 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 must include a cover letter, current resume and a list of three professional references including contact numbers. Consent to contact references is also required.

All applicants are thanked for their interest; however, only applicants selected for an interview will be contacted. By applying, you are consenting that the Division may contact your references.

The successful candidate will be required to submit a clear Criminal Record Check (including Vulnerable Sector Search) and Child Abuse Registry Check, at their own expense, as a condition of employment. Further information is available at www.frontiersd.mb.ca

Forward application package to:
Ms. Jacki Ludgate, Vice Principal
Gillam School
Box 370, Gillam, MB R0B 0L0
Fax: (204) 652-2150
Email: Jacki.Ludgate@fsdnet.ca

