



## FRONTIER SCHOOL DIVISION SUPPORT STAFF JOB POSTING

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<b>POSITION:</b>	<b>Educational Assistant</b>
<b>LOCATION:</b>	Duke of Marlborough School
<b>START DATE:</b>	January 15, 2018
<b>HOURS/DAY/MONTHS:</b>	6 Hours/Day, 5 Days/Week, 10 Months/Year
<b>TERM OF EMPLOYMENT:</b>	Permanent
<b>SALARY:</b>	\$13.00/hour to \$18.17/hour (Based on academic qualifications)
<b>UNIONIZED/NON-UNIONIZED:</b>	Non-Unionized
<b>APPLICATION DEADLINE:</b>	<b>Open Until Filled</b>

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### **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-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 must include a cover letter, current resume and a list of three professional references including contact numbers. Consent to contact references is also required. Forward application package to:

Mr. Shawn Manning  
Principal  
Duke of Marlborough School  
Box 338  
Churchill, MB R0B 0E0  
Phone: 204-675-2737 Fax: 204-675-2617  
Email: Stephen.Manning@fsdnet.ca

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*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](http://www.frontiersd.mb.ca)*