



FRONTIER SCHOOL DIVISION SUPPORT STAFF JOB POSTING

POSITION:	Educational Assistant (Four Positions)
LOCATION:	Frontier Mosakahiken School
START DATE:	As soon as possible
HOURS/DAY/MONTHS:	6 Hours/Day, 5 Days/Week
TERM OF EMPLOYMENT:	Term to June 29, 2018
SALARY:	\$13.00/hour to \$18.17/hour (Based on academic qualifications)
UNIONIZED/NON-UNIONIZED:	Unionized
APPLICATION DEADLINE:	Wednesday, February 14, 2018

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

- 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
- 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 (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 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. David McDougall
Principal
Frontier Mosakahiken School
Moose Lake, MB ROB 0Y0
Phone: 204-678-2353 Fax: 204-678-2312
Email: David.McDougall@fsdnet.ca

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