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## INVITES APPLICATIONS FOR THE FOLLOWING POSITION

<b>Position:</b>	<b>Educational Assistant (Four Positions)</b>
Location:	Jack River School
Start Date:	Wednesday, January 23, 2019
Hours/Days/Months:	6 Hours/Day, 5 Days/Week
Term of Employment:	Term to June 28, 2019
Salary:	\$13.00/hour to \$18.17/hour (dependent on education)
Unionized/Non-Unionized:	Unionized
<b>Application Deadline:</b>	<b>Friday, January 18, 2019</b>

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### QUALIFICATIONS

- Grade 12
- An Educational Assistant diploma will be considered an asset
- Experience working with school-aged children
- Possess good working habits (punctuality and attendance)
- Excellent verbal and written communication skills
- 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

### 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
- 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.

*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)*

Forward application package to:  
Ms. Daisy Monias, Area 5 Superintendent  
Frontier School Division  
Norway House, MB R0B 1B0  
Fax: (204) 359-6897  
Email: [Daisy.Monias@fsdnet.ca](mailto:Daisy.Monias@fsdnet.ca)

