



INVITES APPLICATIONS FOR THE FOLLOWING POSITION

Position:	Educational Assistant (Five Positions)
Location:	Chan Kagha Otina Dakota Wayawa Tipi School
Start Date:	As soon as possible
Salary:	\$15.30/hour to \$21.04/hour (Based on academic qualifications)
Unionized/Non-Unionized:	Non-Unionized
Application Deadline:	Open Until Filled

The following Educational Assistant positions are available:

- One (1) half-time permanent position (3 hours/day, 5 days/week, 10 months/year)
- Three (3) full-time permanent positions (6 hours/day, 5 days/week, 10 months/year)
- One (1) full-time term position to June 30, 2024 (6 hours/day, 5 days/week)

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)
- 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)
- 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.

*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:
Ms. Caleigh MacDonald, Principal
Chan Kagha Otina Dakota Wayawa Tipi School
Box 160, Beulah, MB R0M 0B0
Fax: (204) 568-4762
Email: Caleigh.MatniMacDonald@fsdnet.ca

