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## INVITES APPLICATIONS FOR THE FOLLOWING POSITION

<b>Position:</b>	<b>Educational Assistant</b>
<b>Location:</b>	Black River Anishinabe School
<b>Start Date</b>	As soon as possible
<b>Hours/Days/Months:</b>	6 hours/day, 5 days/week, 10 months/year
<b>Term of Employment:</b>	Permanent
<b>Salary:</b>	\$15.30/hour to \$21.04/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 and 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 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](http://www.fsdnet.ca)*

*Reasonable accommodations are available for persons with disabilities on request.*

Forward application package to:  
Mr. Larry Sharpe, Principal  
Black River Anishinabe School  
Box 160, O'Hanly, MB R0E 1K0  
Fax: (204) 367-2266  
Email: [Larry.Sharpe@fsdnet.ca](mailto:Larry.Sharpe@fsdnet.ca)

