



INVITES APPLICATIONS FOR THE FOLLOWING POSITION

Position:	Campus Attendance Monitor
Location:	Frontier Collegiate Campus
Start Date:	As soon as possible
Hours/Days/Months:	8 hours/day, 5 days/week, 10 months/year
Term of Employment:	Permanent
Salary:	\$20.98/hour
Unionized/Non-Unionized:	Unionized
Application Deadline:	Open Until Filled

QUALIFICATIONS

- Grade 12
- Valid Manitoba Driver's license is required
- Experience working with adolescents in a supervisory role and working within a school system
- Excellent written and verbal communication skills
- Computer experience with word processing
- Fluency in an Indigenous language would be an asset
- Ability to work collaboratively and maintain effective working relationships with administration, teachers, counsellors, parents and students
- Ability to relate positively with adolescents
- Ability to work independently and as a team member
- Physically capable of performing assigned duties

DUTIES AND RESPONSIBILITIES

- Wake up students and ensure they are prepared for and arrive at school on time
- Administer medication to students as required
- Assists with supervision over lunch break to ensure students arrive to afternoon classes on time
- Monitors school campus and dorm areas during the day to ensure students are in class
- Works with school and campus administration when required to assist with contacting parents
- Communicates with school administration regarding student attendance
- Performs other 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:
Mr. Vincent Cable, Principal
Frontier Collegiate
Cranberry Portage, MB R0B 0H0
Fax: (204) 472-3513
Email: Vincent.Cable@fsdnet.ca
Posting Date: November 13, 2024

