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## INVITES APPLICATIONS FOR THE FOLLOWING POSITION

<b>Position:</b>	<b>Educational Assistant</b>
Location:	Philomene Chartrand School
Start Date:	As soon as possible
Hours/Days/Months:	3.5hours/day, 5 days/week, 10 months/year
Term of Employment:	Permanent
Salary:	\$20.44/hour to \$22.50/hour (based upon education)
Unionized/Non-Unionized:	Non-Unionized
<b>Application Deadline:</b>	<b>Open Until Filled</b>

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The Educational Assistant, as part of a student's support team, provides direct instructional support to students with special needs, under the direction of the Classroom Teacher, Resource Teacher, Student Services Consultant, Clinician, and/or the Principal.

### **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 individuals 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)
- Provides student supervision during lunch hour and enforces school policies and procedures (behavior problems will be referred to the Principal)
- Patrols hallways and washrooms to ensure appropriate student behaviour (some outside supervision will be required)
- 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.

*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:  
Caleigh Matni-MacDonald, Principal  
Philomene Chartrand School  
Box 40, Camperville, MB R0L 0J0  
Fax: (204) 524-2596  
Email: [Caleigh.MatniMacDonald@fsdnet.ca](mailto:Caleigh.MatniMacDonald@fsdnet.ca)

