DIVISION SCOLAIRE LOUIS RIEL SCHOOL DIVISION

Educational Assistant – Special Needs (Term)

BULLETIN NUMBER:	**795/P/23**	**DATE POSTED:**	**December 14, 2023**
SCHOOL:	**WINDSOR PARK COLLEGIATE**		
COMMENCING:	January 8, 2024 until June 28, 2024, unless sooner rescinded.		
COMPENSATION:	Educational Assistant 2 Payband		**$24.12 to $27.97**
HOURS:	6.0 hours per day		

JOB SUMMARY:

An Educational Assistant – Special Needs is required to support students' physical, social, academic, and behavioural well-being; to introduce and reinforce and model life skills and positive behaviour; to assist in delivering instructional programming; to implement strategies for student growth and development; and to provide care and supervision of students in various environments.

RESPONSIBILITIES AND DUTIES:

As the Educational Assistant – Special Needs, you will:

- Support development of skills and growth, fostering independence under the direction and instruction of the school administration, classroom and student service teacher(s), and clinicians for individual or groups of students.
- Implement student specific plans and articulated student programming.
- Adhere to all relevant policies and procedures.
- Perform a variety of record-keeping procedures as required.
- Supervise and assist students during instructional and non-instructional time.
- Preparation and organization of materials and equipment, for student specific plans and articulated student programming, as directed.
- Assist students with mobility as needed and required.
- Employ strategies to support personal safety when working with students by understanding and being prepared for the work environment. Utilizing Personal Protective Equipment (PPE) as required.
- Perform other related duties as assigned.

QUALIFICATIONS (EDUCATION AND EXPERIENCE):

- Completion of Educational Assistant diploma AND a minimum of two (2) years working with children of all ages; preference will be given to those who have experience working with children with physical, cognitive and /or behavioural challenges OR an equivalent combination of post-secondary education training and experience.
- First Aid and CPR training completed within the probationary period (90 working days).
- Completion of Working Effectively with Violent and Aggressive States (WEVAS), Working Safely with Students, and Respect In School or equivalent training is required.
- Knowledge and experience in applying developmentally appropriate strategies to support the physical, social, behavioural and academic needs of students demonstrated ability to adapt to changing and work as a team member.
- Excellent interpersonal, verbal, and written communication skills.
- Demonstrated ability to develop rapport with students, on a one-to-one basis and in group settings.
- Understanding of human development for infancy to early childhood, middle childhood to early adolescence, and adolescence to young adulthood.
- Demonstrated ability to problem-solve, to interpret situations accurately and to respond appropriately and responsibly.
- Ability to support K-12 academic programming including literacy and numeracy.
- Ability to assist students with personal care needs.
- A positive outlook with a belief in the ethic of caring and inclusion.
- Ability to meet physical demands of the position which may include lifting, transferring, and the ability to move alongside the student.

CONDITIONS OF EMPLOYMENT:

- Satisfactory Criminal Record Check, including Vulnerable Sector Search.
- Clear report from the Child Abuse Registry.
- Review and comply with Divisional policies and guidelines.
- Continued employment is subject to maintaining legal eligibility to work in Canada.
- Valid Manitoba Driver's License, current Driver's Abstract, and access to a reliable vehicle when required.

APPLICATION PROCEDURE:

The Louis Riel School Division is committed to employment equity and accessibility. We encourage applications from members of equity-seeking groups with diverse abilities, backgrounds, cultures, identities.

- Apply by using the LRSD online submission process at www.lrsd.net.
- Include in your resume and cover letter your strengths and abilities and clearly define how you meet eligibility for the role.
- Identify the names and contact information of three references.
- Address cover letter and resume to Staff Services, Louis Riel School Division.
- Quote the Bulletin Number on the application; a separate application is required for each job bulletin.
- Upload your resume and cover letter as one document.
- Selection of candidates shall adhere to existing CUPE 3473 collective agreement provisions.

We thank all applicants for their interest. Only those selected for further consideration will be contacted.

APPLICATION DEADLINE:	**4:00 p.m., Wednesday, December 20, 2023**

LRSD.NET
Thriving Learners ∞ Flourishing Communities
900 St. Mary's Road | Winnipeg, Manitoba | R2M 3R3 | Tel: 204.257.7827 | Fax: 204.256.8553