

RED RIVER VALLEY SCHOOL DIVISION



Invites applications for the following position at

**Sanford Collegiate
Educational Assistant**
6.25 Hours per day

The start date of this position is November.

Position Description:

Under the direction and supervision of a Teacher, and as a member of the Students' support team, the Education Assistant supports the work of the classroom teacher and/or school clinician – making a significant contribution to the work of the school and towards the education of all students.

Responsibilities may include:

- Assist in keeping students engaged in the range of activities that take place in a learning environment.
- Assist supervising teacher with preparatory work.
- Respond to the needs of students and teachers in a timely and appropriate manner.
- Assist students by explaining, demonstrating, and modeling the skills and attitudes necessary to encourage and support learning as facilitated by the teacher.
- Provide support in everyday student activities and encourage positive student interaction.
- Assist students who require ongoing, long-term support through plans developed specifically for them by an in-school team.

Qualifications:

- Completion of Grade 12.
- Preference will be given to individuals with post-secondary certification in child care/development and/or behaviour management and demonstrated successful practicum experience working with students with special needs.
- An equivalent combination of educational training and/or experience will be considered.

Applicants should have the ability to:

- Engage students in activities that promote learning;
- Establish positive and respectful relationships with students and foster an effective learning environment;
- Communicate effectively and respectfully with students;
- Interact with staff in a manner that contributes to positive relationships;
- Work collaboratively and cooperatively to support student programming; and
- Assist with supervision in school and community settings, which may include assisting students with the resolution of interpersonal conflicts

Please send your resume along with three (3) references to:

Principal, Jaynie Burnell
Sanford Collegiate
130 Blythefield Road
Sanford MB R0G 2J0
204-736-2366
jburnell@rrvds.ca

Closing date: October 27th, 2017 at 12pm

We thank all for applying however only those selected for an interview will be contacted.
Continued employment is subject to the satisfactory results of a Criminal Records and Child Abuse Registry Check.