

RED RIVER VALLEY SCHOOL DIVISION



Invites applications for the following position at

**École St Malo School
Educational Assistant**

Monday to Friday
6 Hours per day

Position Description:

Under the direction and supervision of a teacher, and as a member of the students' support team, the Educational 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:

- Respond to the needs of students as per student's URIS medical plan.
- Be able to document and time medical events as well as follow the URIS Health Plan.
- Communicate positively and clearly with the resource teacher should any situation arise, according to the roles outlined in the URIS medical plan.
- Provide general supervision of students with special needs to ensure their safety and the safety of other students around them.
- Assist in keeping students engaged in the range of activities.
- 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.
- Preference will be given to individuals with previous experience working with students who have significant learning and behavioral challenges.

Applicants should have the ability to:

- Engage students in activities that promote learning.
- Establish positive and respectful relationships with students.
- 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.
- 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, Julie Karatchuk
École St Malo School
Jkaratchuk@rrvsd.ca

Closing Date: Open until a suitable candidate is found

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.