

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 resource teacher and classroom 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 who are Bilingual in French and English (spoken, read, written).
- 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. Start date February 5th, 2018.

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.