

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 as soon as can be arranged.

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 classroom teachers – making a significant contribution to the work of the school and towards the education of all students.

Responsibilities may include:

- Be able to maintain appropriate documentation and record keeping.
- Communicate positively and clearly with the resource teacher, classroom teacher and staff.
- Provide general supervision of students with needs to ensure their safety and the safety of other students around them.
- Assist in keeping students engaged in their range of activities.
- Assist supervising resource teacher and classroom teacher with assigned tasks.
- 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 continued secondary education in child care/development and/or behaviour management.
- Preference will be given to individuals with experience working with people with special needs.

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 and staff.
- Work collaboratively and cooperatively to support student programming.
- Assist with supervision which may include assisting students with the resolution of interpersonal conflicts.
- Be able to adapt positively in a changing environment.

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@rrvsd.ca

Closing date: **Open Until Filled**

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.