

RED RIVER VALLEY SCHOOL DIVISION



Invites applications for the following position at

Oak Bluff Community School Educational Assistants

6.5 Hours per day (start date March 19, 2018)

6 Hours per day (start 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 include:

- Be able to maintain appropriate documentation and record keeping.
- Provide general supervision of students with needs to ensure their safety and the safety of other students around them.
- Respond to the needs of students and teachers in a timely and appropriate manner.
- Be able to take direction and or, through observation be able to initiate actions to address needs.
- 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 relationships with students and staff.
- Work collaboratively and cooperatively to support student programming.
- Assist with supervision.

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

Pamela Lee, Principal
Oak Bluff Community School
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Oak Bluff, Manitoba R4G 0A5
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Phone: 204-895-0004 Fax: 204-897-0347
Closing date: Open Until Filled