



**ST. JAMES-ASSINIBOIA
SCHOOL DIVISION**

NON-TEACHING VACANCY

INSTRUCTIONS:

Application/Transfer forms are available on the School Division website at www.sjasd.ca

A separate application is to be submitted for each job vacancy.

NOTE: Applicants should consider the position filled if they have not been contacted within one month from the closing date shown on the posting.

Job Vacancy #	N/A
Employee Group	MANTE
Classification	Casual Educational Assistant
Location	Various Schools
Hours of Work	Monday to Friday (exact hours to be determined – up to 6.17 hours per day)
Wage or Salary	\$19.96 per hour
Start Date	ASAP

DUTIES:

Provides assistance in the education, development and training of students, particularly those experiencing significant learning, behavioural, social, and/or physical difficulties. Shifts available on a call-in basis. Performs other related duties as assigned or as required.

QUALIFICATIONS:

- Ability to work effectively with students experiencing significant learning, behavioral, social and/or physical difficulties;
- High school diploma plus the required knowledge to assist students academically;
- Training related to the specific requirements of challenged students;
- Paraeducator certificate or related diploma or degree preferred;
- 1 - 2 years related experience;
- Training in NVCI and/or WEVAS;
- Training in CPR and First Aid;
- Ability to regularly and safely lift and manoeuvre a minimum of 25 kgs;
- Ability to safely restrain a student for extended periods of time;
- Ability to work effectively with students experiencing significant learning, behavioral, social and/or physical difficulties;
- Ability to assist with special needs programs, such as personal hygiene, toileting, feeding, life skills, physiotherapy, alternative communication techniques, catheterization and all physical activities assigned indoors and out;
- Ability to communicate both verbally and in writing with all levels of staff, students, and the public;
- Ability to handle highly confidential information;
- Working conditions will include indoor and outdoor, and may include swimming pool;
- May be required to have a valid Manitoba Driver’s License and daily access to a vehicle;
- Equivalent combination of education and experience may be acceptable to the Division.

MUST BE ABLE TO WORK ON A CALL-IN BASIS ONLY, AND MUST HAVE THE ABILITY TO TRAVEL FROM SCHOOL TO SCHOOL AS REQUIRED.

Please ensure that you put "Casual Educational Assistant," in the subject line of the email.

The St. James-Assiniboia School Division is proud to employ staff who represent the diverse community it serves and is committed to providing an inclusive and barrier free work environment. If you need to be accommodated during any phase of the hiring process, please contact Human Resources to request special accommodation. All information received relating to accommodation will be kept confidential.

APPLY TO:

2574 Portage Avenue
Winnipeg, MB R3J 0H8
Attn: Manager, Human Resources, MANTE
Email: mantepostings@sjasd.ca

July 10, 2023