



**ST. JAMES-ASSINIBOIA  
SCHOOL DIVISION**

# NON-TEACHING VACANCY

**INSTRUCTIONS:**

Application/Transfer forms are available on the School Division website at [www.sjasd.ca](http://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 #	23/24-232
Application Deadline	April 23, 2024 at 4:30 p.m.
Employee Group	MANTE
Classification	Educational Assistant C 100%
Location	College Sturgeon Heights Collegiate
Hours of Work	Monday – Friday (exact hours to be determined – equivalent to 6.17 hours per day)
Wage or Salary	\$23.07- \$27.21 per hour
Start Date	ASAP
Probation Period	120 working days (Internal staff – 60 day trial period)

**DUTIES:**

Provides assistance in the education, development and training of students, particularly those experiencing significant learning, behavioural, social, and/or physical abilities. Performs other related duties as assigned or as required.

Please note: There is potential for exposure to violence working in a school setting, especially working closely with students defined above. Therefore, training in a physical intervention program is required.

**QUALIFICATIONS:**

- High school diploma plus the required knowledge to assist students academically. Educational Assistant certificate or related diploma or degree preferred.
- 1 - 2 years related experience. Equivalent combination of education and experience may be acceptable to the Division.
- Training related to the specific requirements of exceptional students.
- Training in NVCI, WEVAS and/or Low Arousal.
- Training in CPR and First Aid.
- Ability to regularly and safely lift and manoeuvre a minimum of 25 kgs (approximately 55 lbs.); ability to physically intervene when needed for the safety of the student and others.
- Willingness to assist and work effectively with students experiencing significant learning, behavioral, social and/or physical abilities.
- Willingness to assist students with 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 staff, students, and the school community.
- Ability to handle highly confidential information.
- May be required to have a valid Manitoba Driver’s License and daily access to a vehicle.

IF THIS VACANCY IS NOT FILLED BY A PERMANENT EMPLOYEE OF THE DIVISION, IT WILL LATER BE FILLED WITH A NEW HIRE DESIGNATED AS A TEMPORARY/TERM EMPLOYEE.

\*In the subject line of your email, please ensure you put the job posting number and then INTERNAL (if you are a current Division employee) OR EXTERNAL\*

**APPLY TO:**

Attn: Manager, Human Resources, MANTE  
Email: [mantepostings@sjasd.ca](mailto:mantepostings@sjasd.ca)

*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.*

April 16, 2024