



St. James-Assiniboia School Division
"Great Schools for Growing and Learning"

The Division is looking to fill the following position/s:

Kindergarten Literacy Links Program Facilitator – Summer Student (Several Positions)

The literacy facilitator will work with incoming Kindergarten students and their parents *remotely* using Microsoft Teams. The facilitator will conduct virtual sessions to:

- Engage children in developmentally appropriate play-based learning that builds literacy, numeracy and fine motor skills, and social-emotional learning.
- Complete an individual assessment of the child's level of development.
- Provide literacy and numeracy information and activities to parents.

Duties and Responsibilities:

- Works directly with incoming kindergarten children and parents remotely to provide literacy and numeracy information and to model and demonstrate literacy and numeracy activities.
- Keeps complete records of all virtual sessions (child information, observations, assessment data, etc.) and compiles assessment data to share with school teams.
- Maintains tracking system for all electronic communication with families.
- Participates in initial training program and attends regular weekly meetings with Literacy Links staff and supervisors.
- Prepares and delivers (mileage allowance given) home packages for children.
- Maintains **flexible** schedule from 8:00 a.m. to 8:00 p.m. and occasional Saturdays to accommodate remote sessions with all families.
- Approximately 40 hours per week for 16 weeks (May – August).

Qualifications:

- Faculty of Education undergraduates.
- Experience working with children.
- Good interpersonal and collaborative skills.
- Ability to communicate effectively and respectfully both with parents and children.
- Ability to follow oral and written directions effectively.
- Ability to take initiative; self-motivated.
- Excellent organizational skills.
- Valid Driver's License and use of vehicle.
- Ability to work remotely from home.

START DATE: May 4, 2026

RATE OF PAY: \$18.36 - \$19.48 per hour + 4% vacation pay.

If you are interested in applying, please submit a resume, cover letter and a completed non-teaching application (available online at www.sjasd.ca) by email on or before **Wednesday, February 4, 2026. We are no longer accepting hard copy/paper applications.**

St. James-Assiniboia School Division
2574 Portage Avenue
Winnipeg, MB R3J 0H8
Email: sstudentpostings@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.

Your interest is appreciated but only those applicants selected for an interview will be contacted. All interested applicants may apply however, due to grant funding requirements, student applicants between the ages of 18-29, who are returning to school in the fall, bilingual, youth with a disability or aboriginal and Metis people may be given preference in the hiring process. Employment is contingent upon the provision of clear Criminal Record and Child Abuse Registry checks.