



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

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

School-Age Literacy Links Program Facilitator- Summer Student (Several Positions)

The literacy facilitator will provide literacy intervention to Early Years students over the summer months remotely, using Microsoft Teams during July and August. The facilitator will also work with students in the school setting in May and June. The School-Age Facilitator works under the supervision of the Literacy Links Coordinator and Reading Clinician.

Duties and Responsibilities:

- Works directly with Early Years students (Grades 1-5).
- Keeps complete records of all visits (parent and child information, survey results, observations, assessment data, etc.).
- Participates in an intensive training program and attends regular meetings with Literacy Links staff and supervisors.
- Tracks student progress with informal assessment tools.
- Maintains a **flexible** schedule from 8:00 a.m. to 8:00 p.m. and possible weekends to accommodate virtual sessions with all families.
- Part-time hours during May and June. Full-time during July and August.

Qualifications:

- Faculty of Education undergraduates.
- Experience working with children.
- Excellent 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 (mileage allowance given).
- 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.