



**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 #	23/24-221
Application Deadline	March 20, 2024 at 4:30 p.m.
Employee Group	MANTE - TERM
Classification	Educational Assistant A -100%
Location	Heritage School
Hours of Work	Monday to Friday (exact hours to be determined – equivalent to 5.67 hours per day)
Wage or Salary	\$21.32 - \$25.13per hour
Start Date	May 6, 2024
Probation Period	120 working days (Internal staff – 60 day trial period)

****TEMPORARY POSITION FROM MAY 6, 2024 TO JUNE 28, 2024****

DUTIES:

Provides assistance in the education, development and training of students, particularly those experiencing 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.
- 1 - 2 years related experience. Equivalent combination of education and experience may be acceptable to the Division.
- Training in NVCI, WEVAS and/or Low Arousal.
- Training in CPR and First Aid.
- Ability to assist and safely lift and manoeuvre a minimum of 25 kgs (approximately 55 lbs.)
- Ability to work effectively with students experiencing learning, behavioral, social and/or physical abilities;
- Ability to communicate both verbally and in writing with all staff, students and the school community;
- Ability to handle highly confidential information;

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

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.

March 14, 2024