

MOUNTAIN VIEW SCHOOL DIVISION

Box 715 Dauphin, MB R7N 3B3

Phone: (204) 638-3001

www.mvsd.ca



EDUCATIONAL ASSISTANT

POSTING NUMBER:	2019-EA-228	APPLICATION DEADLINE:	Monday, February 11, 2019 at NOON
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SCHOOL:	Mackenzie Middle School
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POSITION DESCRIPTION: Under the general supervision of the Coordinator of Educational Services, Principal and/or direction of the Teacher, the Educational Assistant acts as part of an education team by providing assistance both in and out of the classroom to students, programs and teachers.

FTE/HRS: <ul style="list-style-type: none">• 1.0 FTE, Monday to Friday• 6 hours per day• Grade 7 French Immersion support <p><i>**May be required to assist with personal care duties as outlined in the position description</i></p>	Start Date: Immediate End Date: June 27, 2019
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REQUIRED QUALIFICATIONS: <ul style="list-style-type: none">▪ Ability to speak, read and write French is required▪ Minimum Grade 12 Education▪ Working effectively in a collaborative team environment
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PREFERRED QUALIFICATIONS: <ul style="list-style-type: none">▪ Educational Assistant Certificate or post-secondary education is considered an asset▪ Demonstrated knowledge and understanding of the characteristics and behaviours associated with students with special needs▪ Demonstrated ability to respond appropriately to a variety of situations▪ Demonstrated ability to be flexible and adaptable when working with students and receiving directions from professional staff▪ Demonstrated ability to communicate effectively

APPLICATION PROCEDURE:	<p><u>In your application, please include:</u></p> <ul style="list-style-type: none">➤ Posting #➤ A cover letter outlining your strengths related to each of the required and desired qualifications listed➤ A current resume outlining educational qualifications and experience related to the specific position; all applicable certifications➤ The names, titles and contact information of 3 references (two must be current supervisory references) <p>Please apply by sending the above information to one of the following:</p> <p>Email: hrmanager@mvsd.ca Fax: 204-638-7250 Mail to: Manager Human Resources Box 715 Dauphin, MB R7N 3B3</p>
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Date Posted:	February 1, 2019
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IMPORTANT NOTES RELATING TO YOUR APPLICATION: <ul style="list-style-type: none">• The successful candidate's salary will be in accordance with the CUPE Local 3305 Collective Agreement.• Successful applicants MUST provide satisfactory Criminal Record/Vulnerable Sector & Child Abuse Registry Checks.

We thank all for their interest, however, only those selected for further consideration will be contacted.

Keeping Learners at the Centre