

# MOUNTAIN VIEW SCHOOL DIVISION

Box 715 Dauphin, MB R7N 3B3

Phone: (204) 638-3001

www.mvsd.ca



## EDUCATIONAL ASSISTANT (Term)

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| <b>POSTING NUMBER:</b> | <b>2020-EA-219</b> | <b>APPLICATION DEADLINE:</b> | <b>Wednesday, January 15, 2020 at NOON</b> |
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| <b>SCHOOL:</b> | <b>DAUPHIN REGIONAL COMPREHENSIVE SECONDARY SCHOOL</b> |
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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.

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| <b>FTE/HRS:</b> <ul style="list-style-type: none"><li>• 6 hours/day, Monday to Friday</li><li>• Term (8 weeks)</li></ul> <p><i>**May be required to assist with personal care duties as outlined in the position description</i></p> | <b>Start Date:</b> January 9, 2020<br><b>End Date:</b> March 5, 2020 |
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### REQUIRED QUALIFICATIONS:

- Grade 12 Education or equivalent
- Working effectively in a collaborative team environment

### PREFERRED QUALIFICATIONS:

- Educational Assistant Certificate or post-secondary education is considered an asset
- Ability to speak French is an asset
- Post-secondary courses/training in special needs education programs
- Demonstrated knowledge and understanding of the characteristics and behaviours associated with students with special needs
- Demonstrated ability to be flexible and adaptable when working with students and receiving directions from professional staff
- Demonstrated ability to communicate effectively and clearly in oral and written format

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| <b>APPLICATION PROCEDURE:</b> | <p><u>In your application, please include:</u></p> <ul style="list-style-type: none"><li>➤ Posting #</li><li>➤ A cover letter outlining your strengths related to each of the required and desired qualifications listed</li><li>➤ A current resume outlining educational qualifications and experience related to the specific position; all applicable certifications</li><li>➤ The names, titles and contact information of 3 references (two must be current supervisory references)</li></ul> <p><b>Please apply by sending the above information to one of the following:</b></p> <p>Email: <a href="mailto:hrmanager@mvsd.ca">hrmanager@mvsd.ca</a><br/>Fax: 204-638-7250<br/>Mail to: Manager Human Resources<br/>Box 715<br/>Dauphin, MB R7N 3B3</p> |
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| <b>Date Posted:</b> | <b>January 8, 2020</b> |
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### IMPORTANT NOTES RELATING TO YOUR APPLICATION:

- 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**