

# MOUNTAIN VIEW SCHOOL DIVISION

Box 715 Dauphin, MB R7N 3B3

Phone: (204) 638-3001

www.mvsd.ca



## EDUCATIONAL ASSISTANT (Term)

<b>POSTING NUMBER:</b>	<b>2020-EA-220</b>	<b>APPLICATION DEADLINE:</b>	<b>Thursday, January 23<sup>rd</sup> 2020 at NOON</b>
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<b>SCHOOL:</b>	<b>MACKENZIE MIDDE SCHOOL 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.

### FTE/HRS:

- **6 hours/day, Monday to Friday**

*\*\*May be required to assist with personal care duties as outlined in the position description*

**Start Date:** Immediate

**End Date:** June 29, 2020

### 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
- 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

### APPLICATION PROCEDURE:

In your application, please include:

- 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)

**Please apply by sending the above information to one of the following:**

Email: [hrmanager@mvsd.ca](mailto:hrmanager@mvsd.ca)

Fax: 204-638-7250

Mail to: Manager Human Resources  
Box 715  
Dauphin, MB R7N 3B3

<b>Date Posted:</b>	<b>January 15<sup>th</sup>, 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**