



INTERNAL/EXTERNAL POSTING
September 5, 2024

PINE CREEK SCHOOL DIVISION

Employment Opportunity – Educational Assistant

Positions: Educational Assistant – Term

Schools: Austin Elementary School

Assignment: 5.5 hours/day

Starting: October 1, 2024 to December 20, 2024

Candidates will be selected for interviews based on the following:

- Training and/or Diploma in Early Childhood Education
- Experience working in a school setting would be an asset
- Previous experience working in an environment with children with exceptional learning needs
- Experience working independently and as part of a team

Skills and Abilities:

- Ability to work with children individually and in small groups within or outside of the classroom setting.
- Ability to work with students with physical, emotional, and academic exceptionalities.
- Ability to work with and support students in the area of communication, health/medical needs (i.e. Feeding, toileting, suctioning) mental health, cognitive needs, physical assistance, self-help/grooming and toileting care, social/emotional/behavioral needs, sensory, vision, etc.
- Work collaboratively and cooperatively with staff to support student programming
- Ability to communicate effectively with students and staff
- Demonstrated proficiency in the use of technology

First Aid, Child CPR, and Non-Violent Crisis Intervention training are an asset.

Any questions should be directed to the Principal, Michelle Marriott at 204-637-2240.

Interested candidates are to submit a cover letter and resume, along with three (3) references that we have permission to contact, by **September 19, 2024** email to:

Human Resources
Pine Creek School Division
Email: hr@pcsdonline.ca

Note: We thank all applicants for their interest. However, only those selected for an interview will be contacted. All persons hired by Pine Creek School Division are subject to the completion of satisfactory Child Abuse Registry and Criminal Records Checks conducted at the cost of the prospective employee.