

# EMPLOYMENT OPPORTUNITY

## Educational Assistant, Morris School

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|                              |                                       |
|------------------------------|---------------------------------------|
| ➤ <b>Assignment:</b>         | 31.25 hours per week (6.25 hours/day) |
| ➤ <b>Status:</b>             | 10 months (September - June)          |
| ➤ <b>Commencement Date:</b>  | As soon as possible                   |
| ➤ <b>Competition Number:</b> | 2627-019                              |
| ➤ <b>Posting Date:</b>       | September 25, 2026                    |
| ➤ <b>Closing Date:</b>       | Upon filled                           |
| ➤ <b>Salary Range:</b>       | \$22.70 - \$25.72 (DOQ)               |

### The Division

Located in southeast Manitoba, the Red River Valley School Division serves approximately 2,500 students across 13 schools. We deliver a wide range of academic, vocational and extracurricular programs, as well as a continuum of supports and services designed to meet the needs of all of our students.

Our employees are committed to fulfilling our mission. *"The Red River Valley School Division, with the support of families and community, strives to provide a learning environment that will allow our students the opportunity to achieve their highest potential in a global environment."*

### The Position

We are seeking a patient, resilient, and proactive Educational Assistant to provide dedicated one-on-one support to an elementary student with high-level behavioural and educational needs.

### Responsibilities and Duties

- Working within established school structures, including classroom management structures, behavioural rules and student expectations.
- Working with students with behavioural and learning challenges.
- Delivering specialized or adapted programming to students under the direction of the classroom teacher and resource teacher.
- Providing documentation of student-specific program performance.
- Supporting students with challenging educational needs.
- Supervising recess and lunch duty.
- Supporting students' emotional, behavioural and physical needs.
- Being flexible in terms of adapting to students' educational programming.
- Diapering and assisting with or providing for personal care needs
- Other duties as assigned

### Qualifications:

- Grade 12 Education.
- First Aid and CPR Certificate(s) would be an asset.
- Fluency in English (Written and Spoken), good communication, observation, and documentation skills.
- Ability to work independently and as part of a team.
- Ability to follow program guidelines and Individual Educational Plans.
- Ability to help student(s) focus and control their emotions.
- Demonstrated proficiency with personal computers and related software applications.
- Educational Assistant Diploma is an asset.
- Previous experience working with students with exceptional needs is an asset.
- NVCi or other Non-Violent Crisis Intervention training is an asset.

### What We Offer:

- Comprehensive group insurance benefits package;
- Division pension plan.

### Please Note:

- Only those selected for an interview will be contacted.
- The successful candidate must submit an original Criminal Record Check (for working with vulnerable sectors) and an original Child Abuse Registry Check dated within the last 6 months, and a satisfactory driver's abstract, deemed satisfactory by the employer, before commencing employment. The successful candidate is responsible for the costs associated with these checks.

### The Application Process

Please submit a cover letter, resume, and three professional references on or before the closing date to:

Human Resources, Red River Valley School Division

**Email: [hrdept@rrvsd.ca](mailto:hrdept@rrvsd.ca)**

In person/mail: P.O. Box 400, 233 Main Street N., Morris, MB, R0G 1K0

Red River Valley School Division acknowledges that individuals may face barriers that hinder their full and equal participation in the workplace and is committed to providing reasonable accommodation to all employees and candidates. RRVSD is an equal opportunity employer.

Accommodation is available on request for candidates taking part in all aspects of the selection process.