EMPLOYMENT OPPORTUNITY

Educational Assistant / Librarian
Oak Bluff Community School

Click here for location on Google Maps

➢ **Assignment:**	Educational Assistant: 3 hours/day Librarian: 3 hrs/day
➢ **Status:**	10 month (September - June)
➢ **Commencement Date:**	January 4, 2027
➢ **Competition Number:**	2627-036
➢ **Posting Date:**	November 17, 2026
➢ **Closing Date:**	December 4, 2026
➢ **Salary Range:**	Educational Assistant :$22.70 - $25.72 (DOQ) Librarian: $21.59 - $24.62 (DOQ)
➢	

The Division

Located in southeast Manitoba, The Red River Valley School Division has an enrollment of 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

Educational assistants support the work of teachers and clinicians. Educational assistants are valued members of the school community, making a significant contribution to the work of the school and to the education of all students.

Librarians manage the school's library media center, connect students and teachers with print and digital resources to support academic learning and foster a love of reading. In this role, they oversee the selection, cataloguing, and daily circulation of books and audio-visual equipment, while partnering with teachers to curate curriculum-aligned materials and schedule shared spaces.

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 in the use of personal computers and related software applications.
- Educational Assistant Diploma or Librarian Technician diploma considered an asset.
- Previous experience working with students with exceptional needs is an asset.
- Previous experience working in library 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. Costs associated with these checks are the responsibility of the successful candidate.

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
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.