



## PINE CREEK SCHOOL DIVISION

### Employment Opportunity – Educational Assistant

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| <b>Positions:</b>  | Educational Assistant   |
| <b>Schools:</b>    | MacGregor Collegiate, Plumas Elementary, Emerald Colony School            |
| <b>Assignment:</b> | 5 to 5.75 hours per day (full time) or 2.5 to 3 hours per day (part time) |

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Candidates will be selected for interviews based on the following:

- Experience working in a School Setting
- Previous experience working in an environment with students that have exceptional learning needs
- Experience working independently and as part of a team

Skills and Abilities:

- Ability to work with students individually and in small groups within or outside of the classroom setting.
- Work collaboratively and cooperatively with staff to support student programming
- Ability to communicate effectively with students and staff
- May include supporting employment opportunities for students as part of their student specific plan/program-including transportation.
- Ability to support academic needs in a high school setting for positions at MCI.
- Demonstrated proficiency in the use of technology

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

Salary and benefits are as per local CUPE 3344 Collective Agreement, which can be located on the Division's website.

Any questions should be directed to the Principal, Mr. Kyle McKinstry (204) 685-2047.

Interested candidates are to submit a cover letter and resume, along with three (3) references by email to:

Human Resources  
Pine Creek School Division  
Box 420 Gladstone, MB R0J 0T0  
Email: [hr@pinecreeksd.mb.ca](mailto:hr@pinecreeksd.mb.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.