



EMPLOYMENT OPPORTUNITY

Swan Lake First Nation
Box 368, Swan Lake, Mb R0G 2S0

POSITION: **4 Educational Assistants**
Term: Full Time
Reports to: Principal

Department: Indian Springs School
SALARY: TBD
Close Date: **Open Until Filled**

POSITION SUMMARY

The Educational Assistant will take a direction and support the teachers at Indian Springs School, with the supervision and evaluation of the principal. The Educational Assistant's responsibilities are to provide guidance to the Indian Springs School students in developing and maintaining the skills, knowledge, and behaviors to be successful students. They will also be required to be at the school from 8:15 a.m. to 3:30 p.m.

Duties and Responsibilities:

- EA's must be willing to work alongside an Occupational Therapist and / or physiotherapist to provide programming, sensory room one-on-one with students.
- Working one-on-one with exceptional needs students, which may require training.
- Minimum Grade 10 or equivalent combination of training and experience will be accepted.
- Ability and willingness to work with a team to develop and monitor students' individual education program.
- Coordinate and supervise activities for children.
- Ability to maintain flexibility and patience and have excellent observation skills.
- Computer knowledge is required (i.e., Microsoft Word, Excel, & Publisher)
- Commitment and good problem-solving skills.
- Ability to Maintain Strict Confidentiality.
- Assist in recess and lunchtime duties.
- Must be willing to obtain First Aide/ CPR certificate.
- Analytical and problem-solving skills.
- Time Management and stress management skills.
- Must be able to work within a team or independently.

Required Knowledge, Skills and Abilities:

- Access to reliable transportation to and from work as travel may be required.
- Clear Criminal Record and Vulnerable Persons check and Child Abuse Registry check.
- <https://www.policeresolutions.ca/checks/services/mfnp>
- Must be willing to submit to random drug testing.

MUST SUBMIT CRIMINAL RECORD CHECK AND VULNERABLE SECTOR CHECK

Deadline for submission: Open Until Filled.

Please submit resume, cover letter and references with position applying for in subject box to:

Paula Cameron – Human Resources Manager – Swan Lake First Nation

Email: careers@slfn293.ca

Tel: (204) 836-2101 Fax: (204) 836-2255