

# Position Advertisement

## POSITION

**Job Title:** **Educational Assistant**  
**Job Advertisement #:** 2025WSD047  
**Job Type:** Part-Time or Full-Time (up to six (6) hours/day; Mon – Fri); Term or Continuous  
**Contract:** CUPE  
**Location:** Multiple Openings at Various Locations  
**Employment Dates:** September 2, 2025  
**Salary:** As per the Collective Agreement  
**Closing Date:** Applications review will begin immediately and continue until suitable candidates are found.

*An eligibility list will be created for similar positions, including for Substitute Educational Assistants and will remain in effect for three months. Candidates selected for an interview will be advised of current job opportunities and will be required to confirm their interests.*

## DESCRIPTION

Western School Division is looking for responsible and mature individuals to fill the Educational Assistant (EA) position for multiple locations within either the English Program or French Immersion Program.

The successful candidate(s) will function under the supervision of a classroom teacher and/or resource teacher and will be responsible for assisting the work of teachers and clinicians by providing direct support to students. They will be responsible for assisting students at school in ways appropriate to each student's needs. Some responsibilities may include supporting students with their academic work. Other duties may include helping students with behaviour strategies and supports, physical and occupational therapy, personal hygiene supports, feeding/dressing/medication, health and other interventions. The EA will reinforce strategies/supports and expectations introduced by the teacher(s) and provide feedback to the supervisory teacher(s), following Western School Division's administrative procedures.

The successful candidate(s) must demonstrate excellent communication and interpersonal skills. They must model a respectful and positive attitude, show enthusiasm for learning, and be compassionate and caring when working with vulnerable people. They must demonstrate patience, flexibility, ability to handle change and conflict, problem-solving skills, and organization and time management skills. Knowledge of and the ability to use computers, various software, and programs is helpful. The successful candidate must be willing and able to work as part of a team. They will also be responsible for assisting with supervisory duties in the classroom and/or playground. Candidates are asked to specify within their application if they are fully bilingual (fluent verbal and writing skills in both French and English).

The position of **Educational Assistant** has a work schedule that follows the school year calendar.

A condition of employment with Western School Division is a satisfactory Criminal Record Check, Vulnerable Sector Search, Child Abuse Registry Check and an agreement by the applicant to disclose criminal record and/or Abuse Registry record information to the Division. The successful candidate will be responsible for any service charges incurred. Persons must present this information prior to their first day of work.

The Western School Division is committed to providing an inclusive and barrier-free work environment to all applicants starting with the hiring process. Should you be contacted for the interview, please advise the Division if any restrictions require accommodation. All information received regarding the accommodation will be kept confidential.

## HOW TO APPLY

Interested candidates **must** submit an application form with their resume and cover letter. **Incomplete application packages can be rejected and not given further consideration.** Please visit our website at [www.westernsd.mb.ca](http://www.westernsd.mb.ca), complete the [Employment Application Form – Non-Teaching](#) and submit to:

Western School Division  
Attn.: Human Resources, Job Advertisement #2025WSD047  
Unit 4-75 Thornhill Street  
Morden, Manitoba R6M 1P2  
Fax: 204.822.4262  
Email: [hr@westernsd.mb.ca](mailto:hr@westernsd.mb.ca)

*Additional information about the Division and its schools is available online at [www.westernsd.mb.ca](http://www.westernsd.mb.ca), Schools tab.*

*We thank all for applying but only those selected for further consideration will be contacted.*