

# Position Advertisement

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## **POSITION**

**Job Title:**

**Substitute Personnel**, including:

- Uncertified Substitute Teacher
  - Substitute Educational Assistant
  - Substitute Learning Resource Personnel
  - Substitute School Administrative Assistant
- (or a combination of the roles mentioned above)

**Job Advertisement #:** 2024WSD046

**Job Type:** Casual – as and when needed. (Post-Secondary students are encouraged to apply)

**Location:** Division wide

**Start Date:** September 3, 2024

**Salary:** \$16.57 – \$20.40 per hour for non-teaching positions  
Uncertified Substitute Teacher – as per collective agreement

**Closing Date:** Ongoing recruitment

## **DESCRIPTION**

Western School Division invites applications from energetic individuals who demonstrate enthusiasm towards learning to be included on our on-call list and function as Substitute Personnel including: Uncertified Substitute Teachers, Substitute Educational Assistants, Substitute Learning Resource Personnel, and Substitute School Administrative Assistants. Candidates may be eligible to work in more than one of these roles if they possess the required qualifications, which could expand their available daily assignment options.

The successful candidate must demonstrate an aptitude for working with children and have excellent interpersonal and communication skills. S/he must be willing and able to work as part of a team, function independently with little guidance and present himself/herself professionally. Persons who have experience coaching, providing child care, or have been in youth leadership positions, as well as university students, are encouraged to apply. Training for Substitute Personnel may be provided.

A condition of employment with the 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 are required to submit their resumes, including a cover letter and an employment application form indicating the position that they are applying for. For further information, please visit our website at [www.westernsd.mb.ca](http://www.westernsd.mb.ca), complete the [Employment Application Form – Non-Teaching](#) and submit your profile package to:

Western School Division  
Attn.: Human Resources, Job Advertisement #2024WSD046  
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.*