



## ROLLING RIVER SCHOOL DIVISION invites applications for EDUCATIONAL ASSISTANT position

- Key Responsibilities:** To provide support to students, classroom teacher(s), resource teacher, clinicians, and the Principal.  
To encourage the student, in coordination with school staff and administration, to become an independent learner and member of the classroom, school, and the community.
- Qualifications:** Required - Graduation from Grade 12 or equivalent  
Preferred - Completion of post secondary program related to child / youth development, childcare, educational assistant, or health care; Valid First Aid and CPR certification.  
Rolling River School Division expects all applicants to have a background in electronic information technologies and to apply these skills in the curriculum areas.
- Skills:** Ability to work with children in a mature, caring and confidential manner  
Ability to communicate with people both orally and in writing  
Strong organizational  
Strong interpersonal skills  
Ability to work effectively as a member of a team  
Reliable and flexible  
Maintain a valid driver's license/ access to a reliable vehicle for student transport, as needed
- Positions:** 10 months per year as per schedule (unless indicated). Assignments may increase based on lunch supervision assignment

School	Hours per day
Rivers Elementary	6.0

### **Applications will be accepted until the position is filled.**

To apply, please submit in one PDF document:

- Cover letter including current address/telephone number and clearly stating the positions you are applying for (*indicate school and hours per day*).
- Comprehensive resume outlining educational background and prior work experience
- A listing of at least 3 recent educational / employment references

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Thank you to all applicants for their interest in Rolling River School Division. Only those candidates selected for interviews will be contacted.  
Employment is conditional upon an acceptable Criminal Record and Child Abuse Registry Check.

Rolling River School Division welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.

