



LAKESHORE  
SCHOOL DIVISION

## **FLEX PROGRAM EDUCATIONAL ASSISTANT**

**Lakeshore School Division invites applications for an Educational Assistant in our Flex Program, commencing as soon as possible until June 30<sup>th</sup>, 2025 or the return of the regular employee.**

Lakeshore School Division is a small school division with big ideas. We believe that we can create thriving communities and individuals through education. We believe that the world is changing and how we do education needs to change too.

The Flex program is an alternative K-12 school that creates flexible programming for students that includes elements of remote learning, synchronous online instruction, in-person support and regular group activities. The EA will work with a small team and will largely be supporting students online, the regular place of work may be at a variety of schools and may include potential for remote work as per Divisional Guidelines. The position also involves direct person to person interactions in a variety of work locations, including Winnipeg, Lakeshore and overnight trips.

### **The ideal candidate**

- Must have a passion for working with students
- Must be physically fit and reliable
- Must have strong interpersonal and organizational skills.
- Must conduct day-to-day business in a professional manner with respect for confidentiality regarding staff and students.
- Must be technically able to work effectively in an online environment.
- Will have relevant experience in alternative learning settings

**SALARY:** As per collective agreement

Interested candidates may forward their letter of application, resume and three references to:

**Donald Nikkel**

Superintendent of HR, Policy & Public Relations

PO Box 100

Eriksdale, MB R0C 0W0

Phone: 204-739-2101 Fax: 204-739-2145

Email: nikkeld@lakeshoresd.mb.ca

### **Deadline for applications: Wednesday, December 18, 2024 at 4:00 p.m.**

Lakeshore welcomes applications from people with disabilities. Accommodations may be available upon request. We thank all who apply for their interest, but only those selected for an interview will be contacted. Lakeshore School Division may contact former employers. For more details, please refer to the division's job description. *Successful candidates must complete a Criminal Record/Vulnerable Sector and Child Abuse Registry check prior to commencing employment.*