

## LOUIS RIEL SCHOOL DIVISION SUBSTITUTE EDUCATIONAL ASSISTANT APPLICATION



Dear Applicant:

Thank you for your interest in becoming a substitute educational assistant with the Louis Riel School Division (LRSD).

The Louis Riel School Division is committed to employment equity and accessibility. We encourage applicants from members of equity-seeking groups with diverse abilities, backgrounds, cultures, and identities.

The following documents are required and must be attached to the completed Substitute Educational Assistant Application Form for your application to be considered:

- Resume**
- EA Diploma or Certificate; ECE Level II or III Certificate or other relevant educational certificate or transcript with relevant courses (provide a copy) or a combination of education and experience may be considered**

We thank all applicants for their interest; **however, only applicants selected for employment will be contacted.** Applicants that are hired as a Substitute Educational Assistant will be emailed further instructions, including the submission of additional documentation. All offers of employment with LRSD are subject to the results of a Criminal Record Check including Vulnerable Sector Search and clear report from the Child Abuse Registry. Please be aware that the application process can take several weeks.

### **Next Steps for Individuals who receive an offer of employment by LRSD:**

Individuals who receive an offer of employment as a Substitute Educational Assistant will be required to provide the following documentation at the time of hire. Please ensure that all legal names, including former names, are indicated on all documentation. All individuals must be able to provide proof of legal residency in Canada.

- **Criminal Record Check including Vulnerable Sector Search (CRC)** also referred to as Police Information Check. A Criminal Record Check can be obtained online at <https://www.winnipeg.ca/police/services/online-record-checks>. Once approved by the City of Winnipeg Police, you will be sent an approval, and a PDF copy should be downloaded. Instructions on providing a copy to our division will be provided on employment. Printed copies of the emailed online copy are not accepted. If you reside outside of the City of Winnipeg and you have obtained a RCMP CRC, the original hard copy will need to be presented for certification. CRCs must be dated for less than 6 months. **Please make sure you are on the Winnipeg Police website and not another site, as they will not be accepted**
- **Provincial Child Abuse Registry** - Child Abuse Registry Checks can be obtained at the Child Abuse Registry Unit, 1st floor, 777 Portage Avenue, Winnipeg, MB between 8:30 and 4:30 Mon – Fri. or thru online application at [https://www.gov.mb.ca/fs/childfam/child\\_abuse\\_registry\\_form.html](https://www.gov.mb.ca/fs/childfam/child_abuse_registry_form.html). Child Abuse checks must be dated less than 6 months. The original Child Abuse check must be presented, and a certified copy will be made.
- **Respect in School training certificate** – <https://mbed-school-respectgroupinc.com>. Copy of Certificate to be included which include both the date and certificate number.
- **Social Insurance Document Verification** - A social insurance card/letter or official government document with a complete social insurance number together with current valid photo ID will need to be presented. (Copies or cell phone images will not be accepted)
- **Federal and Provincial TD1 Form**
- **Direct Deposit Form**

Upon receipt of the documentation, a confirmation email will be sent by LRSD, including information on the division's automated substitute booking system. The division determines the work assignments for substitute educational assistants including days assigned and school locations, based on school and divisional needs.

Employment by LRSD for substitute educational assistants is valid for one school year. Reapplication is required annually and does not guarantee future re-employment.

Thank you for your careful attention in completing this application process.

## ROLE OF A SUBSTITUTE EDUCATIONAL ASSISTANT

### GENERAL ACCOUNTABILITY

This position requires the Substitute Educational Assistant to assist in instructional program, look after needs of special needs students, and supervise and monitor their behaviour as directed by the School Administrator and/or Teacher.

### TYPICAL RESPONSIBILITIES AND DUTIES INCLUDE:

1. assist with students experiencing difficulties with regular classroom work through individual or group work
2. assist with the reinforcement of skills taught under the direction of the teacher(s) for individual or group
3. assist with reinforcement of behavioural management strategies identified by the teacher(s)
4. supervise students during out-of-school activities such as field trips when required
5. may be required to supervise students during recess, lunch and bus loading and unloading
6. provide assistance for the personal care and hygiene of students with special needs
7. **may be required to assist students with mobility (lifting in and out of mobility equipment), entering and leaving the buses and transition from one area to another**
8. adhere to all relevant policies and procedures and contribute to a safe work environment
9. act with integrity and diligence in carrying out professional responsibilities
10. perform other related duties as assigned

### KNOWLEDGE, SKILLS, EDUCATION AND QUALIFICATIONS:

- completion of Educational Assistant/Para Educator program or equivalent is required, or a combination of education and experience may be considered
- First Aid and CPR training is an asset
- completion of Working Effectively with Violent and Aggressive Students (WEVAS) is an asset
- knowledge and experience working with physically, behaviourally and cognitively challenged students is an asset
- good interpersonal, verbal, and written communication skills
- good problem-solving skills and the ability to interpret situations accurately and act accordingly
- ability to assist in the area of personal care needs
- a positive outlook with a belief in the ethic of caring and inclusion
- good verbal and written communication skills in both official languages (English and French) may be required
- valid Manitoba Driver's License and access to a reliable vehicle may be required

The Division determines work assignments for Substitute Educational Assistants including days assigned and schools based on school and divisional needs.

**A. PERSONAL AND EMPLOYMENT INFORMATION**

NAME: \_\_\_\_\_  
Last Name First Name Middle Name

ADDRESS: \_\_\_\_\_  
Street Address or Box No. City/Town Province Postal Code

PHONE NO: \_\_\_\_\_ CELL PHONE NO: \_\_\_\_\_ EMAIL: \_\_\_\_\_

If previously employed by the Louis Riel School Division, specify location: \_\_\_\_\_

**B. EDUCATIONAL ASSISTANT DIPLOMA/CERTIFICATE (Attach copy)**

*Consideration may be given to applicants with Educational Assistant Diploma/Certificate in progress or with other relevant post-secondary education. (Please list courses completed and/or courses relevant to EA role in space below.)*

| Name of School/University/College   | Degree/Diploma/Certificate | Month/Year Obtained or Date Expected to Graduate |
|---|----------------------------|--|
|   |                            |  |
|   |                            |  |
| <b>For EA Diploma in progress or other relevant Post-secondary, list courses completed applicable to EA role and attach transcript.</b> |                            |  |
|   |                            |  |
|   |                            |  |

**C. SUBSTITUTE INFORMATION**

*Please indicate the skills and information that apply to you:*

- EA Diploma/Certificate or ECE Level II or III Certificate
- Completion of WEVAS course (Working effectively with Violent and Aggressive Students)
- Completion of NVCI course (Non-violent Crisis Intervention)
- Experience working with special needs children
- First Aid/CPR Certificate (attach certificate)
- Food Handler's Certificate (attach certificate)

**LANGUAGES:** English  Speak Fluently  Read Fluently  
 French  Speak Fluently  Read Fluently

Other Language(s) \_\_\_\_\_  Speak Fluently  Read Fluently  
 \_\_\_\_\_  Speak Fluently  Read Fluently

**D. WORK PREFERENCES**

*Please indicate your work preferences:*

- All Schools
- English K-8
- English 9-12
- French Immersion K-8
- French Immersion 7-12

**OFFICE USE ONLY**

|                                   |               |      |  |                          |   |
|-----------------------------------|---------------|------|--|--------------------------|---|
| Employee No.:                     |               | CAR: |  | Recommendation for Hire: | <input type="checkbox"/> Yes <input type="checkbox"/> Other |
| Payroll: <input type="checkbox"/> | Sub Pkg Sent: | CRC: |  | Reference Check Done by: | Signature   |
| NAV: <input type="checkbox"/>     | SIN Verified  | RIS: |  | EA Certificate           |   |

## E. REFERENCES

Please identify 3 employment references qualified to comment on your skills and abilities related to working with students.

These references must be of a Supervisory capacity – principals, VPs, daycare directors, etc. **Do not use teachers other EAs.**

| Name | Position/Employer | Email | Daytime Phone |
|------|-------------------|-------|---------------|
|      |                   |       |               |
|      |                   |       |               |
|      |                   |       |               |

## F. IMPORTANT NOTES REGARDING YOUR APPLICATION

Only complete applications will be reviewed for consideration of employment. The following required documentation must be attached to the completed Substitute Educational Assistant Application Form:

- Resume** – provide a copy
- EA Diploma or Certificate; ECE Level II or III certificate or other relevant educational certificate or transcript with relevant courses (provide a copy)**

When all of the above information is received, your application will be reviewed. Only those applicants selected for placement on the Louis Riel School Division Substitute EA List will be contacted. Please note that processing can take several weeks. If placed on the list, you will be emailed instructions regarding the balance of documentation required.

## G. SIGNATURE OF APPLICANT

*I have read the important notes regarding my application.*

*I hereby certify that the information given in this application is true, correct, and complete, to the best of my knowledge. I understand that falsified or misleading statements and omissions will result in rejection of this application, and, if employed, may be cause for my termination. I also understand that employment with the Division is conditional upon the results of a Criminal Record Check and a clear report from the Provincial Child Abuse Registry.*

*I give consent to the Louis Riel School Division (LRSD) to inquire about, investigate, and obtain copies of any records that relate to me from my former employers and educational institutions. I hereby release LRSD and affiliated employees, and any person or institution that provides LRSD with any lawful information about me, from any and all liability whatsoever resulting from any such inquiry, investigation, or communication.*

*I understand that any information secured by the Division is protected by the Protection of Privacy provisions of the Freedom of Information and Protection of Privacy Act. The information collected is necessary to determine the applicant's competence and qualifications and may be used to create the employment records.*

*The Louis Riel School Division will use information obtained on this Form only to complete the recruitment and hiring process. This includes conducting reference checks based on information I have provided on this form or on attached documents. This information will not be shared with other organizations and will remain confidential.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date