



CROSS LAKE EDUCATION AUTHORITY

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CAREER OPPORTUNITY

Paraprofessional - Otter Nelson River School/Mikisew School

Cross Lake, Manitoba

Full Time Positions

Competition #2025-04

Cross Lake Education Authority invites applications for full-time Paraprofessional positions (ONR, EY and ONR, MY). These positions are based in Cross Lake, MB at Otter Nelson River School and Mikisew High School, with duties commencing September 2025.

POSITION SUMMARY

Reporting to the Education Program Principal or designate, the paraprofessional/Education Assistant (EA) will provide therapeutic, caring, and supportive assistance in the Education Program. The PRP will work with and be a member of the Education Team. Children and youth will be nurtured and learn in a developmentally and culturally appropriate educational environment where they are supported in their development of cognitive, social, emotional, and physical skills.

KEY RESPONSIBILITIES

- Provide developmentally appropriate programming supports to the children and youth.
- Provide clerical and administrative support as needed for the school, classroom, and administration such as maintaining files, make calls, photocopying, etc.
- Provide direct classroom support and tutoring to the students.
- Provide activities and opportunities that encourage curiosity, exploration, are hands on and culturally appropriate to the developmental levels and learning styles of children and youth.
- Provide individual, small group and whole class supports.
- Nurture and maintain a safe and secure learning environment.
- Supervise children and youth in their learning environment; provide a supportive environment in which children and youth can learn and practice appropriate and acceptable individual and group behaviors.
- Provide opportunities for outdoor education including sport, recreation and fitness.
- Create traditional and community projects to support hands on learning.

- Assist in the organization and facilitation of recreation and sport activities, as well as cultural events and outings in and out of the classroom.
- Interact with staff, parents, and visitors; maintain open, collaborative, and cooperative communication with staff, teams and families, encouraging their involvement in the program, supporting these relationships.
- Compile individual assessments of each child and youth's development, complete daily inventories, child attendance, and related reports.
- Other duties as assigned.

QUALIFICATIONS: EDUCATION AND EXPERIENCE

- Grade 12 education and Education Assistant certificate is required.
- Must be interested in pursuing a career in Education.
- Must be in good physical health to meet expectations, which may require personal and physical care of students.
- Experience working or volunteering with First Nations youth in a community setting is required.
- Demonstrate knowledge and/or understanding of Indigenous perspectives, culture & traditional philosophies.
- Proficient in computer programs including MS Word, Excel, Power Point and Outlook.
- Excellent interpersonal, verbal, and written communication skills.
- Excellent problem solving and team skills.
- Ability to speak Cree is an asset.
- Current certified training in CPR and First Aide is an asset.
- Should have patience and be considerate with special needs students.
- Must have a Manitoba Class 5 Driver's License with your own means of transportation.
- Must also provide a Criminal Records Check and Child Abuse Registry Check.

Interested applicants are invited to submit their resumé and cover letter (please identify the position title), along with 3 professional reference listings (including recent employer reference) to:

**Human Resources
Cross Lake Education Authority
P.O. Box 370, Cross Lake, MB R0B 0J0
Email: hr@clea.mb.ca**

Deadline to apply: **Open until filled.**

We thank all who apply and advise that only those selected for further consideration will be contacted. Preference will be given to Cross Lake Band members. Incomplete and late applications will not be considered.

Please visit our website at <https://crosslakeeducation.ca>