



## CROSS LAKE EDUCATION AUTHORITY

### Cross Lake Head Office

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### CAREER OPPORTUNITY

#### **Resource Teacher, Otter Nelson River – Middle Years**

Full Time Position

#### **Competition #2025-18**

Cross Lake Education Authority invites applications for the position one (1) full-time and one (1) term Resource Teacher (ONR, MY,). This position is based at Otter Nelson River School, with duties commencing November 2025.

### **POSITION SUMMARY**

The Resource Teacher for the middle years department reports to the Resource Lead. The successful candidate will work closely with the resource lead to support students, and families, upholding the values and vision of our school community. They will assist in the overall school organization, administrative matters, setting expectations, promoting attendance for staff and students.

### **KEY RESPONSIBILITIES**

- Support the Resource Lead in articulating the school's values, goals, and priorities to students, staff, parents, and the wider community.
- Assist in creating and maintaining a safe and orderly educational environment, including planning and executing emergency drills and lockdowns, and reviewing injury and incident reports.
- Help set and promote clear expectations for attendance and performance for both teachers and students.
- Assist in monitoring and maintaining accurate staff records and documentation.
- Support the Principal as a team leader and builder by facilitating effective collaboration and communication across teams.
- Assist the Resource Lead in setting performance expectations and goals for student achievement.
- Monitor classroom registers to ensure the accuracy of attendance records, monthly averages, and overall attendance percentages.
- Provide information and support for conducting productive and well-structured staff meetings.
- Offer suggestions and ideas to the Resource Lead for strengthening school-community relationships.
- Develop behaviour intervention, individuals Education plans, developing Special education Programs.
- Take administrative responsibility for assigned programs or tasks and collaborate with the principal as part of an intensive assistance team in classrooms experiencing management challenges.
- Help maintain continuity and stability during transitions, including in the event of a change in school leadership.

- Support the supervision and organization of school functions, activities, and events.
- Assist with the planning of the school calendar and class schedules.
- Coordinate with local resource coordinators to implement student awareness and support programs.
- Support the implementation and oversight of tutorial programs for students.
- Provide regular reports to the Resource Lead on the progress of educational programs and school initiatives.
- Perform other duties as assigned.

**QUALIFICATIONS: EDUCATION AND EXPERIENCE**

- Bachelor of Education Degree with a valid Manitoba teaching certification
- Manitoba Special Education certificate or certificate in progress
- Previous experience as a Resource Teacher
- A commitment to continue to support on-going programs in the school.
- Must be knowledgeable of computer software and applications.
- Excellent Interpersonal, organizational, communication, problem solving and team skills.
- Commitment to fostering a safe, equitable, and inclusive school environment.
- Ability to speak Cree is an asset.
- Must also provide a Criminal Records Check and Child Abuse Registry Check every two years during his/her employment.
- Must have a Manitoba Class 5 Driver's License with your own means of transportation.

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](mailto: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>