



## **CROSS LAKE EDUCATION AUTHORITY**

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### **CAREER OPPORTUNITY**

#### **Cross Lake Education Authority**

#### **Education Assistant, Cross Lake, MB**

Full Time Position – Term

**Competition #2025-23**

Cross Lake Education Authority invites applications for the position of Education Assistant. This position is based at ONR, Early years, Middle years, and Mikisew School, with duties commencing January 2026.

#### **POSITION SUMMARY**

The Education Assistant will assist in providing a direct instructional support to students with special needs with instructional guidance with the classroom teacher(s).

The Education Assistant will work with individual students that have specific challenges (physical, emotional, phycological) and will require each Education Assistant to maintain confidentiality and respect for the student and families.

#### **QUALIFICATIONS**

##### **Education:**

- Level 1 requires a Grade 12 or GED diploma,
- Level 2 requires an Educational Assistant Diploma or other related education such as Child Development or Health Aide diploma.

Progressive training is encouraged for all Education Assistants. Class 1 Education Assistants are expected to enroll in the “Education Assistant Diploma” program as part of their employment commitment.

##### **Experience:**

- Previous experience working with children is an asset,

**Knowledge and Abilities:**

- Knowledge of CLEA education priorities at community level,
- Ability to communicate effectively with students, parents and staff,
- Ability to work effectively and respectfully with students that may have physical, emotional, psychological development issues,
- Ability to work collaboratively with the teaching staff (teachers and resource staff) on learning plans for each student,
- Ability to respect and maintain confidentiality of each student and family members in all communication within or outside of the school,

**REQUIREMENT**

- A majority of CLEA employment positions are considered “safety sensitive positions” (working with children) that may require drug testing of employees, as a condition of employment, if a manager/supervisor has reasonable cause to suspect that an employee is under the influence of an illegal drug. This authority for this policy is under the Cross Lake Band of Indians By-law #276-105-25. A by-law to Prohibit Illegal Drugs.
- The successful candidate will be required to provide a Criminal Record Check and Child Abuse Registry Check at start of employment and updated checks every two (2) years during employment,

**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>**