



CROSS LAKE EDUCATION AUTHORITY

Cross Lake Head Office

P. O. BOX 370

Cross Lake, MB. R0B 0J0

Ph: (204) 676-2917

Fax: (204) 676-2087

Toll Free: 1-800-883-6256

www.crosslakeeducation.ca

Winnipeg Exchange Office

620 – 240 Graham Ave

Winnipeg, MB. R3C 0J7

Ph: (204) 944-0802

Fax: (204) 944-8204

Toll Free: 1-800-856-5091

hr@clea.mb.ca

CAREER OPPORTUNITY **Cross Lake Education Authority**

Home School Connector – ONR, Middle School

Full Time Position

Competition #2026-17

Cross Lake Education Authority invites applications for the position of one (1) full-time **Home School Connector**. This position will be based in ONR, Middle years with duties commencing September 2026.

POSITION SUMMARY

The Home School Connector will act as a liaison between the school administration (ONR, middle years) and the home/parents of the student. The Home School Connector will coordinate with the teaching staff on improving the attendance records of students including parental responsibility. This will include daily reporting on absences to parents of their child.

QUALIFICATIONS

Education:

- Grade 12 or GED diploma,

Experience:

- Previous experience working with children and parents is an asset,
- Strong verbal and written communication skills,

Knowledge and Abilities:

- Knowledge of the CLEA student attendance policy
- Ability to engage with teaching staff, students, parents and management

- Ability to manage negative reactions and conversations with students and/or parents,
- Ability to respect and maintain confidentiality of each student and their family in all communication within or outside of the school,
- Ability to work with technology for record keeping and direct reporting to teaching staff and the HR Department.

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,

Interested applicants are invited to submit their resumé and cover letter (please identify the position title in your cover letter), along with 3 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>