

Who We Are

The Louis Riel School Division is an exciting and vibrant place to work, with many talented people and diverse opportunities. We are committed to supporting our employees with a safe, fulfilling and stimulating work environment prompting them to take advantage of the many opportunities for contribution and growth, both personally and professionally.

Our mission is to provide a safe, inclusive, and engaging environment, where personal and collective learning are valued, and each one of us reaches our full potential. Our vision aspires to have all members of our community to excel as caring, confident, capable, and resilient life-long learners who contribute to a democratic and sustainable world. Every staff member has a vital role to play in realizing our goals and being part of a team that is committed to the very best in education and putting students first.

How to Apply

Please apply by using the LRSD online submission process at lrsd.net. Upload your resume and cover letter including the names of three references and address to Lisa Aitken, Assistant Superintendent, Louis Riel School Division.

For Substitute applications please complete an application form which is available online and provide the original documents in-person to the Board Office at 900 St. Mary's Road.



For information about current job opportunities and detailed job postings visit our website at lrsd.net



CAREER OPPORTUNITIES INFORMATION

EDUCATIONAL ASSISTANT

CLERICAL

ADMINISTRATIVE SECRETARY

SECRETARY

OFFICE CLERK

LIBRARY SERVICES

CASUAL

LUNCH SUPERVISOR

BUS SUPERVISOR

WALKING SCHOOL BUS SUPERVISOR

CROSSING GUARD

SUBSTITUTE EDUCATIONAL ASSISTANT

SUBSTITUTE CLERICAL STAFF

Thriving Learners ∞ Flourishing Communities



EDUCATIONAL ASSISTANT

Educational Assistants assist in the instructional program, supervision of students and perform support duties. They review and reinforce learning with students, assist students experiencing difficulties with classroom work through individual or group work and discuss general observations regarding student activities with supervising teacher.

Qualifications:

- Educational Assistant program or related area of post-secondary education
- completion of Working Effectively with Violent and Aggressive States (WEVAS)
- First Aid and CPR certificate
- knowledge and experience working with physically, behaviourally and cognitively challenged student

Additional job opportunities include Community Liaison Worker, International Student Program Support Worker, and Family Centre Assistant. The nature of the work and post-secondary education is specific to each job.

CLERICAL

ADMINISTRATIVE SECRETARY, SECRETARY, AND OFFICE CLERK Administrative Secretaries manage, maintain, and facilitate the functions of the school or administrative office. They supervise clerical staff within the office.

Secretaries provide secretarial and clerical services for administration and staff. They assist the Administrative Secretary and are responsible for secretarial, clerical, receptionist and general office functions. They are in direct and frequent contact with school staff, Divisional personnel, students, parents and the general public.

Office Clerks provide clerical, receptionist, and general office functions.

Qualifications:

Administrative Secretary

- completion of a 1 year (minimum) related diploma or certificate program
- previous experience in a similar position, including supervisory experience
- strong clerical skills and knowledge of office procedures

Secretary and Office Clerk

- completion of Grade 12 education, related clerical diploma/certificate is preferred
- type/keyboard a minimum of 45 words per minute
- strong clerical skills and knowledge of office procedures

LIBRARY SERVICES

Library Assistants provide clerical and operational assistance in the school library learning commons. They are in direct and frequent contact with students and staff, familiarizing them with locating and using resources available in the library collection. They follow instructions and procedures as set out by the teacher librarian and/or school administration.

Qualifications:

- completion of formal post-secondary education or training in a Library Program or Librarianship
- strong knowledge of how learning resources are organized, accessed and circulated in both print and digital formats

CASUAL

LUNCH SUPERVISOR, BUS SUPERVISOR, WALKING SCHOOL BUS SUPERVISOR, AND CROSSING GUARD

Lunch Supervisors are responsible for the supervision of students over the lunch periods and other supervisory duties as assigned.

Bus Supervisors supervise students arriving and departing from school.

Crossing Guards share the responsibility of safe guarding children at assigned street crossings prior to and at the conclusion of the school day.

WSBSs are responsible for the supervision of students while walking safely with them to and from school.

Qualifications:

- enjoy working with students and youth
- have an ability to assist and interact well with children and youth

SUBSTITUTE EDUCATIONAL ASSISTANT AND CLERICAL STAFF

Substitutes are contacted by the Division's Absence Management System to replace educational assistants and clerical staff. Please refer to How to Apply section of this pamphlet for more information.