



**ST. JAMES-ASSINIBOIA
SCHOOL DIVISION**

NON-TEACHING VACANCY

INSTRUCTIONS:

Application/Transfer forms are available on the School Division website at www.sjasd.ca

A separate application is to be submitted for each job vacancy.

NOTE: Applicants should consider the position filled if they have not been contacted within one month from the closing date shown on the posting.

Job Vacancy #	17/18-133
Application Deadline	March 29, 2018 at 4:30 p.m.
Employee Group	M.A.N.T.E.
Classification	Interpreter Tutor 100%
Location	St. James Collegiate
Hours of Work	Monday – Friday (exact hours to be determined - equivalent to 6.17 hours per day)
Wage or Salary	\$24.54 - \$29.17 per hour
Start Date	A.S.A.P.
Probation Period	120 working days (Internal staff – 60 day trial period)

*** REPOSTED – Applicants who have already submitted an application need no reapply ***

DUTIES:

Facilitates communication among deaf and hard-of-hearing students and others in educational settings. Primarily, duties include classroom interpreting, platform interpreting and one-to-one or small group tutoring. Takes direction from classroom teachers and the Teacher of the Deaf regarding student educational program expectations. Takes direction from the Interpreting Consultant regarding interpreting performance when appropriate. Preparation and duplication of teaching materials and other duties as assigned.

Please note: There is potential for exposure to violence working in a school setting, especially working closely with students defined above. Therefore, a minimum of one day of training in NVCI, WEVAS, or Restitution is recommended every three years.

QUALIFICATIONS:

- A graduate of a recognized accredited college or university program in Sign Language Interpretation;
- One or more years experience would be an asset; especially within a classroom setting;
- Ability to communicate effectively both verbally and in writing with all levels of staff, students, and the public;
- Ability to handle confidential information;
- Ability to work as a member of an educational team;
- Ability to effectively deal with inappropriate student behavior;
- An equivalent combination of education and experience may be acceptable to the Division.

The St. James-Assiniboia School Division is proud to employ staff who represent the diverse community it serves.

APPLY TO:

2574 Portage Avenue
Winnipeg, MB R3J 0H8
Attn: Manager, Human Resources, M.A.N.T.E.
Email: mantepostings@sjsd.net or FAX: 204 831-0859

March 8, 2018
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