



St. Paul's High School

Educational Assistant



Position Description

- Part-time EA: February 2026–June 2026 (0.6 FTE - 3 days/week)
- Term Contract: February 4, 2026 – June 30, 2026
- Assistance with an individual student with some supervisory duties as needed
- Salary: Equivalent to Winnipeg School Division based on EA classification

Qualifications

- Certification preferred from an Educational Assistant Diploma Program (EADP) or equivalent.
- Have recent experience or training related to working with students needing assistance in, but not limited to, reading skills, mathematical skills, organization, note-taking and organizational skills.
- Educational philosophy that aligns with the Catholic Jesuit mission, vision, and values of St. Paul's High School.
- Experience in working with students within a classroom setting as well as individually.
- Has current Child Abuse Registry Check and Police Information Check (vulnerable sector).

Applicants may request reasonable accommodations related to the materials or activities used throughout the selection process. When applying to this position, please indicate the position title in the subject line of your email. Your cover letter, résumé, and application must clearly demonstrate how you meet the qualifications for this position.

Apply by submitting a cover letter and résumé to:

apply@stpauls.mb.ca

Applications will be accepted until the position is filled.

Only applicants selected for an interview will be contacted.

Interview candidates will be required to provide professional references at the time of the interview.

Contact: Kevin Sterner, Principal, 204-831-2305

Central to the mission of St. Paul's High School is the preparation of young men for post-secondary studies and subsequent leadership in the community. As a Jesuit, Catholic school our curriculum has been developed in a way that stimulates our students' imagination and desire to learn, encourages them to make positive and meaningful decisions, and provides the groundwork that promotes lifelong learning.

Educating Men for Others Since 1926

Ad Majorem Dei Gloriam



Mission

St. Paul's High School is missioned by the Canadian Jesuits to educate students as whole persons to become men for others and so assist the Church in building the Kingdom of God.

Vision

St. Paul's High School, an exceptional post-secondary preparatory school, fosters excellence for the greater glory of God. We champion diversity, inclusivity and financial accessibility. Guided by faith, our graduates will be critical thinkers, compassionate and committed to lifelong learning and service. As alumni, they will thrive in their chosen paths, leading the world towards a hope-filled future.

Values

We believe educating the whole person means developing a community of faith and the pursuit of excellence where all members are committed to ongoing development in the following characteristics:

We are OPEN TO GROWTH

We care for our spiritual, emotional, mental, social and physical wellbeing. We reflect on experiences and embrace challenges as opportunities for continuous growth.

We are INTELLECTUALLY COMPETENT

We foster intellectual growth, aligning with Ignatian values to develop critical thinking, digital fluency and global awareness. This foundation prepares us for excellence in post-secondary learning and shapes us into responsible citizens ready to make meaningful contributions.

We are RELIGIOUS

We deepen our faith through Catholic, Ignatian teachings. We embrace prayer, sacraments and service to transform ourselves and our community. Our commitment to reflection and discernment guides our actions. Through interfaith dialogue, we respect and learn from various religious traditions, enriching our own spirituality.

We are LOVING

We nurture relationships grounded in empathy and mutual understanding, caring for each person wholly (known as *cura personalis*), respecting their dignity as creations in God's image. This comprehensive care, embracing both individual and collective wellbeing, extends to our stewardship for all creation.

We are COMMITTED TO JUSTICE

We commit to social justice and service, informed by Catholic teachings and the principles of equity, solidarity, reconciliation and the dignity of every human being. We strive for a just and compassionate society.