

## EMPLOYMENT OPPORTUNITIES

---

### General qualifications for school system employees

The following are generic minimum qualifications for various job categories within Manitoba's public school system. Qualifications are classification and division specific, as contained in specific job postings. In addition to the qualifications outlined below, some positions will require specific work experience. All will require clear criminal records and child abuse registry checks.

#### **Bus Driver:**

Valid Class 2 license and School Bus Operators' Certificate  
A clear driver's abstract for the past 5 years

#### **Educational Assistant:**

High school graduate or equivalent

#### **Library:**

Library and Information Technology Diploma, Library Technician or Library Training Program Certificate may be required. An equivalent combination of relevant education and/or experience may be considered.

#### **Secretary:**

High school graduate or equivalent  
Word processing (minimum of 55 w.p.m.) and computer training and/or experience with a computerized information management system. Knowledge of Microsoft software (Word, Excel, Publisher and Outlook)

#### **Custodian:**

High school graduate or equivalent  
A valid 5th Class Power Engineer Certificate

#### **Teacher:**

A valid Manitoba teaching certificate OR completion of post-secondary study in a relevant subject area (subject to registration under Limited Teaching Permit).

For more information, please consult: <https://www.edu.gov.mb.ca/k12/profcert/index.html>