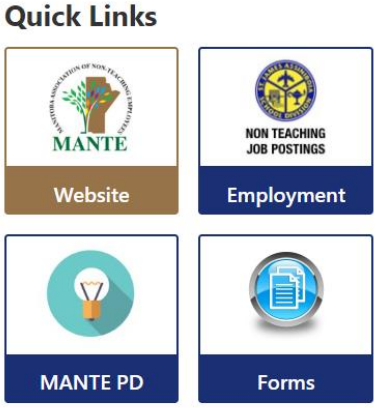
October 2026

President's Message

Welcome to October!!! That first month flew by. I know that we have many new MANTE staff members within our buildings. I have been receiving plenty of questions from both new and existing staff. Many answers to common questions can be found on the MANTE webpage or in past newsletters. So where is the MANTE webpage? There are different ways to get to the webpage. The web address is: **http://www.mante.ca** You can also find the webpage through the staff portal. Click on the MANTE tile and the website option will appear on the right-hand side under the quick links. I strongly suggest that everyone checks the website regularly. Between newsletters, if important information needs to be shared, that is where I will post it. As well as new information, the webpage also contains the latest Collective Agreement, links to Blue Cross information, WCB reporting procedures, the Education in Manitoba government document, job descriptions and much more.



Paul Abramson is eager and excited to be filling the role of Vice President. Paul is avaible to answer your questions as well. You can always reach out to him. He can be contacted at **paul.abramson@sjasd.ca** And, as always, I am working for you. If you have any questions for me, I can be reached by email at **jennifer.monaster@sjasd.ca** or through the MANTE email at **mante@mante.ca** or by phone in the office at 204-831-2397.

Jennifer Monaster

Did you know?

Many MANTE members have second sources of income. A common one is doing respite for families you have met through the school system. This has been a common occurrence for years, but did you know that you need division approval to do respite work with students still within the school system. Policies GBEA-R (Conflict of Interest) and GBEB (Code of Conduct for Child Protection) govern activities that involve students outside of the school day.

If you are presently doing respite or are considering doing respite with students within our buildings, you must disclose that information and seek approval from the division by sending an email to **korede.adeleye@sjasd.ca** indicating the name of student, service to be rendered, start date, end date, location etc.

Keep in Touch

If a member at your work location is off for an extended illness or bereavement, or if a member has a reason to celebrate, please advise Maggi Sawchuk at **maggi.sawchuk@sjasd.ca** MANTE will send out an appropriate card.

Professional Development

Reminder, when applying for PD funding, fill out the PD application form available through the portal and scan the application or send through division mail to Connie Lowe at Crestview School.

MANTE Professional Development Committee

EA Rep – Maggi Sawchuk
Admin Asst. Rep – Rachel Novakowski
Library Tech Rep – Jocelyn Oliver
MANTE President – Jennifer Monaster
Human Resources – Joanne Johnston
Administrator – Connie Lowe
Financial – Monika Kananowicz

October Retirees

NIL

Executive Members

President – Jennifer Monaster
Vice President – Paul Abramson
Treasurer and Pension Rep – Cerys Hooper
Secretary – Kerry Fraser
Board Office Rep – Rosemary Koltalo
EA Rep, Health and Welfare Rep – Maggi Sawchuk
EA Rep – Kiley Switzer
Library Tech Rep – Jocelyn Oliver
Secretary Rep – Andrea Cox
Secretary Rep – Heather Cadieux

If you haven't looked at the new job descriptions yet, I have included them again this month. If there is ever a time when you are not sure if the duties assigned to you fall within your positions, please reach out and we can take a closer look.

New EAA and EAC Job Descriptions

As part of our ongoing efforts to ensure consistency and compliance with the Department of Education and Early Childhood Learning updated Educational Assistant in Manitoba Handbook, MANTE and Division staff have worked together to revise the job descriptions for both the Educational Assistant – A and Educational Assistant - C positions.

These updates reflect the most recent guidelines and expectations outlined by the Department of Education and Early Childhood Learning and aim to:

- Clarify the scope of responsibilities for each EA Classification
- Align duties with the new standards of student support, instructional collaboration, and inclusive education practices
- Ensure role descriptions accurately represent the knowledge, skills, and professional expectations required under the revised framework.

The following is a summary of some of the key changes:

1. Terminology distinctions have been clarified in the job summary:
    - EA A positions reference learning support
    - EA C positions reference significant learning support
2. Training and Safety
    - Both EA A and EA C staff will continue to receive annual training addressing potential exposure to violence and safety procedures
    - In addition, designated specific in-school team members will receive Nonviolent Crisis Intervention (NVCI) training to support students with higher needs
3. Updates to duties and responsibilities:
    - EA A staff will no longer be responsible for marking quizzes, test, photocopying, or filing
    - EA A staff may assist with the Grade 3 swim program and assist in general supervision of student transportation provided these duties are not related to student-specific programming
    - EA A staff will now be able to assist as a secondary for lifts and transfers.
    - EA C staff will support offsite programming created and managed by MTS staff.
    - EA C staff will participate in all swim programming (which includes the adaptive swim program), accompanying students requiring transportation and physiotherapy as part of their assigned duties.

The full Educational Assistants in Manitoba Handbook can be accessed her for reference - https://www.edu.gov.mb.ca/k12/docs/support/ed_assistants/educational_assistants.pdf

The new job descriptions can be found on the divisional website.

Please review the new job description and if you have any questions or require clarification regarding these changes, please don't hesitate to reach out. In September if you find you are being asked to do something that you are not sure of falls under your classification, send me an email and we can ensure that you are being assigned correctly.