

POSITION TITLE:

EDUCATIONAL ASSISTANT

Reports to: Directly: Teacher
Indirectly: Principal and Superintendent of Student Services

Function/Purpose:

An Educational Assistant will provide assistance to the classroom teacher in the preparation of instructional aids, supervision of students, planning and presentation of programs involving designated disabled students or other students requiring assistance.

Required Education, Knowledge, Qualifications and Experience:

- A Grade 12 diploma from a provincially recognized institution.
- One year of post-secondary training in a program such as Early Childhood Development, Teacher Assistant, Youth Worker or Rehabilitation Worker or equivalent post-secondary education in a related area from a provincially recognized institution is considered to be a strong asset.
- Educational Assistants shall possess knowledge that is basic to this occupation. Required areas of knowledge include: cultural awareness, interpersonal communication, supporting instruction, family dynamics, health, lifespan development, roles and responsibilities of an educational associate and their relationship with teachers and other professionals, behaviour theories and their use in managing behaviour, basic care skills, self-protection strategies, understanding individuals with exceptionalities and first aid including CPR.
- A valid driver's license.
- Experience in the delivery of human services would be an asset. (Human services in this context refers to experience in areas such as social work, health care, justice, counseling and community development.)

Required Skills and Abilities:

- Ability to maintain strict confidentiality in Division operations.
- Ability to work as a team player.
- Excellent written and oral communication skills.
- Excellent interpersonal skills.
- Ability to deal with a broad range of members of the public.
- Display a positive attitude.
- Ability to do heavy work (exerting up to 100 lbs. of force occasionally and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects).
- Ability to use a computer for word processing would be an asset.

Required Personal Characteristics:

- Trustworthy and respectful.
- Approachable and accessible.
- Flexible and Collaborative.

Supervision of Other Staff:

This position does not involve the supervision of other staff but may involve supervision of students.

Duties and Responsibilities:

Without restricting the generality of the description above, the Educational Assistant shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Be willing to engage in life-long learning with respect to training, inservices and courses of study.
- Conduct oneself in a manner appropriate for an individual employed by an educational system that provides services to children.
- Deal tactfully with staff, students, parents and the public.
- Be knowledgeable and supportive of applicable Board policies.
- Organize and file a variety of classroom materials and educational aids.
- Supervise students in the classroom, hallway, play, lunch or rest area and during recreational activities and outdoor trips.
- Supervise learning activities.
- Assist individual students in performing activities initiated by the teacher.
- Assist in monitoring supplementary work and independent study.
- Reinforce learning in small groups or with individuals, while the teacher works with other students.
- Provide assistance with individualized program materials.
- Assist the teacher in observing, recording and charting behaviour.
- Assist the teacher with crisis problems and behaviour management.
- Assist in preparation/production of instructional materials and modifications.
- Carry out instructional programs designed by the teacher.
- Work with the teacher to develop classroom schedules.
- Carry out tutoring activities designed by the teacher.
- Assist the classroom teacher to include and involve the student with special needs in classroom and extra-curricular activities.
- Assist in the observation and assessment of students as requested by the teacher/supervisor.
- Maintain records relative to specific programming and student performance as requested by teacher/supervisor.
- Assist in related duties which may be assigned because of specific needs (e.g. the maintenance and /or preparation of instructional and life skills materials).
- Participate in parent-teacher conferences and assist with parent communication on request.
- Supervise and/or participate with students in community-based programming when requested
- Assist the teacher to provide program adjustments that are suitable to the student's behavioral and emotional make-up.
- Assist with carrying out behavior management programming.
- Assist with occupational and physical therapy exercise under the direction of professional staff.
- Assist with student's dressing, feeding toileting and toilet training programs.
- Assist with sensory integration programming as outlined by the therapist (according to individual Division policy).
- Assist with a student's daily hygiene.

- Administer medication and chart its distribution (according to administrative procedures).
- Work directly with students in different settings where a teacher is not available at the site (e.g., work experience placement).
- Support students in their participation in activities in the community.
- Support and train students in work placements under direction of the teacher(s).
- Reinforce social and personal skills to ensure the successful inclusion of the student with special needs.
- Attend professional development activities related to needs of students in the program.
- Assist with communication development, under the direction of the teacher and/or speech and language pathologist.
- Perform such other duties and tasks as may be required due to the specialized nature of a student's particular educational program.
- Aid in the design and development and be supportive of personal program plans.
- With a teacher's direction and guidance, carry out some learning activities.
- Be a member of the collaborative team.
- Reinforce learning.
- Monitor and record the progress of instructional goals.
- Assist teachers in getting materials and programs in place for students with special needs.
- Communicate with the required teachers about the students.
- Be an integral part of the classroom and help all students, as time allows.
- Support the special needs students at school-sponsored activities.
- Seek professional development to improve skills.
- Assist with other duties as requested by the teacher(s) and/or administrator(s).

Please refer to Creating Opportunities for Students with Intellectual or Multiple Disabilities and the Student Services Handbook, A Work in Progress for a more complete list of the roles and responsibilities of the educational assistant.

Judgement, Independence and Client Contact:

- Confidentiality
 - The Educational Assistant is expected to respect the confidential nature of the position by avoiding discussion of any topics that are not formally communicated to the public by the administration of the school or the Division. Information regarding a student, staff member or Board member must not be discussed in public or with any person not authorized to receive that information. Exchange of personal information within the system shall be on a "need to know" basis. Breaching confidentiality is a serious violation of acceptable conduct and is grounds for disciplinary action up to and including termination of employment with the Board.
- Independence
 - An Educational Assistant is expected to work independently.
- Responsibility for Quality of Assigned Work
 - The employee is under routine supervision and is responsible for the quality of the work, and is expected to seek clarification and direction on any matters of concern.

- Working Jointly with Other Staff on Common Assignments or Tasks
 - This position involves working with, and under the direction of, the classroom teacher, and with other school personnel on a daily basis.

New appointees will undergo a ten (10) month probationary period.

Mission: Laying the foundation for success.

Vision: One student at a time.

Director Approved: August 14, 2007