

EDUCATIONAL ASSISTANT

Position Profile: The Educational Assistant provides support services to students and teachers in a school setting within the division to meet curricular outcomes. The duties of an Educational Assistant will vary depending upon the special needs of student(s).

Directly Reports To: School Administrator or Vice- Principal

Indirectly Reports To: Teacher, Learning Support Teacher, Student Services Consultant or Coordinator

Required Education, Knowledge, Qualifications and Experience:

- A Grade 12 diploma from a provincially recognized institution or equivalent
- Possess a current and valid driver's license
- Post-secondary courses in programs such as Early Childhood Development, Educational Assistant, Youth Worker, Rehabilitation Worker, Personal Care Aide or equivalent post-secondary courses in a related area from a recognized institute and or related experience would be an asset.
- Non-Violent Crisis Intervention Training, Physical Assault Response Training, Quality Behaviour Safety Care Training or equivalent
- Experience in the delivery of human services would be an asset
- Proficiency in the operation of computers, word processing applications and additional software comparable to those currently used in the school division.

Required Skills and Abilities:

- Ability to maintain strict confidentiality
- Strong interpersonal skills and the ability to work as a team player
- Good written and oral communication skills
- Basic organizational skills, recordkeeping skills and clerical procedures
- Ability to work independently and follow instructions
- Flexibility and adaptability to changing situations
- Ability to transport students (in personal or company provided vehicle) as and when required
- Ability to present a positive attitude and work ethic
- Ability to provide personal care for a student with intensive needs.
- Ability to lift up to 60 pounds without a lift and up to 120 pounds with 2 man lift or mechanical lift
- Ability to handle physically/emotionally demanding children (ie. aggressive, hyperactive students)

Supervision of Other Staff:

This position does not involve the supervision of other staff.

Duties and Responsibilities:

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

- Assist in the supervision of the classroom during short periods under the direction of the teacher. This may include, but is not limited to:
 - times when the teacher is working with individual students or groups of students located in the same classroom or outside the classroom
 - students who require individual attention
 - playground, lunch or rest areas
 - during recreational activities and outdoor trips on a one to one or group basis
- May assist students in various life skills activities and assist the teacher in planning and evaluating the progress in those activities, which can be inside or outside of the school setting.
- Assist students requiring intensive supports in the development of gross and fine motor skills by physical assistance and manipulations and reinforce social and personal skills to ensure the successful inclusion of students by demonstration.
- Under the supervision of a teacher, assist students with reading, writing, speech, assignments, tests and comprehension of curriculum based on student needs and/or Inclusion and Intervention Plans.
- Based on the needs of individual students, provide students with assistance in occupational therapy, physical therapy, dressing, eating, toileting, transferring and transportation. An Educational Assistant may administer medication in accordance with administrative procedures
- Under the direct supervision of a teacher, assist students by serving as a facilitator of communication between the student and others including teachers, other service providers and peers within the educational environment.
- Observe and discuss the progress of students with teachers and other supportive professional staff to support personal program planning meetings.
- Be familiar with outcomes as set out in the Inclusion and Intervention Plans when applicable.
- Exercise judgment in modifying student behaviour by, re-directing, and providing positive reinforcement within pre-established guidelines. Be responsible for their role as outlined in the safety and behaviour plan for students requiring Intensive Supports.
- Possess and implement the language skills necessary to deal effectively with aggressive and disruptive students
- Prepare instructional materials for classroom or student use.
- Keep anecdotal records of student's daily activities when requested.
- Be knowledgeable and supportive of applicable Division Administrative procedures.
- Be willing to engage in life-long learning with respect to training and professional development.
- Conduct oneself in a manner appropriate to a professional learning environment
- Deal tactfully with staff, students, parents and the public.
- Attend meetings as requested.
- Perform such other duties and tasks as may be required due to the specialized nature of a student's particular education program by the administrator, classroom teacher(s),
- Perform such other duties and tasks as may be required by the Speech and Language Pathologist when assigned speech and language responsibilities

Judgment, Independence and Client/Peer Contact:

Confidentiality

At no time should an Educational Assistant discuss, in public, information pertaining to a student. An Educational Assistant is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Any breach of confidentiality in this regard is a serious violation of acceptable professional conduct.

Independence

The Educational Assistant is expected to work independently and as a team member of both the School-based staff and the school-division staff.

Client/Peer Contact

This position involves working collegially with other support staff, teachers, and school-based administration on a daily basis in support of the goals of the school.

Responsibility for Quality of Assigned Work:

The employee is under direct supervision and is responsible to achieve the quality of work as assigned by the supervisor and is expected to seek clarification and direction on any matters of concern.