

JOB TITLE	Educational Assistant
DEPARTMENT	
LOCATION	School Based
REPORTS TO	Principal
STAFF SUPERVISED	n/a
PROBATIONARY PERIOD	Three months

POSITION SUMMARY

The Educational Assistant, as part of a student's support team, provides direct instructional support to students with special needs, under the direction of the Classroom Teacher, Resource Teacher, Special Services Consultant, Clinician, and/or the Principal. The Classroom Teacher is ultimately responsible for the education of all students in the class and the Educational Assistant serves to support student learning.

QUALIFICATIONS

Education

- Salary is based upon education.

Experience

- Experience acceptable to the Division.

Knowledge, Skills and Abilities

- Thorough knowledge of applicable school, Divisional and provincial policies and practices.
- Excellent verbal and written communication skills.
- Ability to treat students in a respectful, responsible and fair manner with due consideration to the student's physical, social and psychological development.
- Ability to follow direction and work effectively in an educational setting.
- Ability to participate as a school team member under the guidance and direction of the teacher and/or team.
- Ability to work independently and collaboratively with others in a participative environment.
- Ability to maintain confidentiality with respect to all matters pertaining to students, staff and families in all verbal and written communication.
- Ability to adapt to the diverse situations that arise in educational environments.

DUTIES AND RESPONSIBILITIES

- Interacts with students in a respectful and appropriate manner to establish positive relationships that foster learning and on-task behaviour.

- Encourages student independence, and work to build student self-confidence and self-esteem.
- Supports students in developmentally appropriate ways.
- Supervises students to ensure a safe educational environment.
- Supports learning and skill development activities in all appropriate educational settings.
- Facilitates student learning individually and/or in small groups.
- Serves all students without bias or favouritism while encouraging independence and pro-social behaviour.
- Observes, collects data and documents students' strengths, achievements, and needs as directed.
- Maintains accurate and up to date records as per school/division requirements.
- Attends program planning meetings to assist in development student specific plans (IEPs, IAPs, BIPs, transitional and others).
- Implements, required specialized services (Occupational Therapy, Physiotherapy, Speech and Language, Personal Health Plan and others).
- Implements techniques and strategies appropriate to the student's plan.
- Reviews and reinforces learning activities using techniques and learning strategies developed by the teacher/team to help student's master concepts and skills.
- Meets regularly with the classroom teacher for the purpose of sharing information, up-dating programs and monitoring student progress.
- Participates in school duties such as hallway, lunchroom and playground.
- Speaks and behaves in a professional manner with students, staff and parents.
- Provides a positive role model.
- Keeps current on applicable school and Divisional policies and practices.
- Engages in on-going professional learning opportunities to enrich knowledge and skills that contribute to student learning.

Performs other duties as assigned.

CONTACTS

Students
 Classroom Teacher
 Resource Teacher
 Principal
 Special Services Consultant

WORKING CONDITIONS

General school environment
 This position works the school year, less 10 days as prescribed by the Minister of Education.

PHYSICAL AND VISUAL REQUIREMENTS

Physically capable of performing assigned duties, which may include lifting, toileting, feeding, and attending to other medical/physical needs of the student.

EQUIPMENT USED

General office equipment
 Personal computer and software programs
 Adaptive and assistive technology