

# Schedule "A" Job Description

<b>Job Title:</b>	Educational Assistant	<b>Position Type:</b>	FT or PT
<b>Reports to:</b>	School Administrator(s)	<b>Travel Required:</b>	Yes

## Job Purpose

Support inclusive learning environments in which diversity is respected and members of the school community are welcomed, cared for, respected and safe and to assist teachers in the implementation of educational and therapy programs that address physical, mental, behavioural, health and safety needs of students.

### 1. Role Expectation: Student Learning

- 1.1 Aids in curriculum areas one on one or in small groups as directed.
- 1.2 Provides assistance with organizational tasks and executive functioning.
- 1.3 Scribes and reads for and with students as required or assists students in developing skills to access and utilize these supports digitally.
- 1.4 Assists with modifications and adaptations for individual students as directed by the classroom teacher.
- 1.5 Assists with the implementation of IPP goals and usage of adaptive devices.
- 1.6 Assists students with computer access and various educational software and virtual platforms.
- 1.7 Provides assistance to communicate with peers and adults in the school.

### 2. Role Expectation: Student Behaviour

- 2.1 Observe, chart, and monitor individual student progress and behaviour under the direction of the teacher or Learning Support Teacher.
- 2.2 Assist the teacher in maintaining a safe and secure environment for both students and staff.
- 2.3 Provide behavioural management assistance for students as necessary by implementing predetermined non-aversive methods and techniques.
- 2.4 Assist with student behaviour and classroom disciplines under the direction of the classroom teacher or Learning Support Teacher.
- 2.5 Assist with strategies to achieve IPP goals.

### 3. Role Expectation: Student Assistance and Personal Care

- 3.1 Assist student with personal care and hygiene.
- 3.2 Assist with feeding (spoon or tube), lifting, and handling of medically fragile students.
- 3.3 Catheterization.
- 3.4 Respiratory therapy interventions, physiotherapy intervention and other medially related tasks.
- 3.5 Administer medication as directed.
- 3.6 Administer First Aid if required.
- 3.7 Assist in exercising, implementing adaptive physical education, range of motion programs, fine and gross motor skills development and life skills management.
- 3.8 Operate special equipment as necessary (wheelchairs, mechanical lifts, walkers, FM and/or communication systems, etc.).

### 4. Role Expectation: Class Supervisor, Instructional Support

- 4.1 Organizes classroom displays, photocopies course materials, laminates, builds course resources, and manages reporting under the supervision of a teacher or administrator.
- 4.2 Assists in marking, testing, and filing of student work under the direction and supervision of the teacher.
- 4.3 Ensures equipment and classroom is maintained in a clean, safe, and orderly manner.
- 4.4 Prepares modified materials for students under direction of teacher.
- 4.5 Provides one-on-one and small group instructional support in independent courses.

## **5. Role Expectation: Student Supervision**

- 5.1 Supervise and assist students in preparing for special activities.
- 5.2 Supervise on playgrounds, in hallways, classrooms, and getting on and off the bus.
- 5.3 Provide supervision to small groups or individuals on field trips.

## **6. Role Expectation: Community Living and Vocational Skills**

- 6.1 Transport or assist with transport to job placements and assist with job training.
- 6.2 Assist students integration into regular classroom whenever possible.
- 6.3 Facilitate the development of social skills and assist with recreation activities where appropriate.
- 6.4 Encourage students to develop independent skills in working, thinking, and communication.
- 6.5 Assist with helping students to feel valued and value others around them.

## **7. Role Expectation: Working With Others**

- 7.1 Positive communication and collaborative approach to solving problems.
- 7.2 Contact with others that may expose you to:
  - Contagious illnesses
  - Noise levels
  - Uncooperative and sometimes demanding and difficult students
  - Occasional inclement weather
- 7.3 Respecting diversity and having cultural awareness.
- 7.4 Dependability.
- 7.5 Exercising the ability to deal with the emotional, physical, and mental demands of working with students who are active, have a diagnosis, or require a lot of patience, time, consistency, and compassion.
- 7.6 Exercising flexibility in approach to problem solving, and responding positively to feedback.

## **Qualifications**

- Early Childhood Training and/or Teacher Assistant Certificate considered an asset
- Physical abilities to lift exceptional needs students, when required. (Lift assistance available)
- First Aid Training
- Previous experience working with students with special needs and behavioral difficulties
- Previous experience working with speech/language programs
- Excellent communication skills

<b>Approved By:</b>	Pamela Heckbert – Assistant Superintendent	<b>Date:</b>	May 23, 2024
<b>Last Updated By:</b>	Dana Strychalski – Business Secretary	<b>Date:</b>	May 23, 2024