

| | |
|---|--------------------------------|
|  | <h1>Position Description</h1> |
| | <h2>Educational Assistant</h2> |

Under the general supervision and work assignments of the Resource Teacher, the Educational Assistant helps the classroom teacher in the preparation of instructional aids, supervision of students, and the planning and presentation of programs involving designated students with intensive needs.

Qualifications

- Grade 12 or equivalent.
- Preference given for Educational Assistant Certificate or Diploma from a recognized educational institution in combination with work experience, or an equivalent combination of training and experience.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with colleagues, parents, and students.
- Commitment to ongoing professional growth and development.
- Satisfactory criminal record check with vulnerable sector search.

Preferred Skills

- Experience working with students with autism and challenging behaviours.
- Familiarity with technology and digital tools to help support instruction.
- Ability to adapt instruction to meet the diverse needs of students.

Duties and Responsibilities

- Organizes, prepares, and manages a variety of classroom materials and educational aids.
- Supervises students in the classroom, play, lunch or rest areas, and during recreational activities and outdoor trips on a one-to-one or group basis.
- Supervises learning activities and may assist and/or evaluate progress in various life skills activities.
- Assists designated students with intensive needs in the development of gross and fine motor abilities and basic life skills by demonstration, physical assistance and manipulation.
- Observes and discusses the progress of students with teachers, other supportive professional staff, and parents as requested by the classroom teacher.
- Exercises judgement in modifying student behavior by restraining, directing, disciplining and rewarding students within pre-established guidelines.
- Provides designated students with intensive needs with assistance in dressing, eating, toileting, and transportation (based on the needs of the individual student). May administer medication in accordance with specific directions and guidelines.
- Assists assigned students with reading, assignments, tests and comprehension of presented curriculum based on the Personal Program Plan, prepared by the classroom teacher, resource teacher and/or consultant and parents/guardians.
- Performs such other duties and tasks as may be required due to the specialized nature of the particular education program involved.
- Adheres to school policies, division administrative procedures, and Ministry regulations, as it relates to professional conduct, duties and responsibilities.