



Position Description

Educational Assistant

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 disabled students.

Qualifications

- Grade XII or equivalent.
- Minimum one (1) year secondary education in a related program (e.g., Early Childhood Development, Teacher Assistant, Youth Worker, Rehabilitation Worker).
- Six (6) months previous experience preferred, including with children with autism and challenging behaviours.
- Position may require other specialized training/experience in, or a willingness to learn, behaviour management, signing (Signed English), Braille, etc.
- Reliable, punctual, efficient, and diligent in the performance of all duties and responsibilities.
- Service oriented and a team player but requires well-defined ability to work independently.
- Well-developed interpersonal and communication skills.

Duties and Responsibilities

- Organizes, prepares, and files a variety of classroom materials and educational aids.

- Supervises students in the classroom, play, lunch, or rest area, and during recreational activities and outdoor trips on a one-to-one or workable group basis.
- Supervises learning activities and may assist and/or evaluate progress in various life skills activities.
- Assists designated disabled students 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 disabled students 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 the parents.
- Performs such other duties and tasks as may be required due to the specialized nature of the particular education program involved.
- Shows good judgement in personal appearance and hygiene.