

POSITION DESCRIPTION

POSITION TITLE: EDUCATIONAL ASSISTANT

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The Educational Assistant is hired to support professional staff, such as teachers and clinicians, in providing appropriate educational programming for students. An educational assistant “must be supervised directly by the principal or a teacher designated by the principal.” EAA Regulation 23/2000.

QUALIFICATIONS:

1. Education:

The minimum educational qualifications required for an educational assistant position is high school graduation or a recognized equivalent.

Related course work such as Educational Assistant Diploma Course and/or Education Diploma or Degree.

2. Skills/Activities:

a) Required:

- i) Proficiency in writing and speaking the English language.
- ii) Ability to work effectively as a team member and exhibits a willingness to accept guidance and supervision from the professional staff.
- iii) Ability to work effectively with children and have basic understanding of their needs.

b) Preferred:

- i) Educational Assistants Diploma or equivalent.
- ii) Basic computer skills.

3. Experience:

Prior work-related experience is not a requirement for this position but is an asset.

POSITION RESPONSIBILITIES: (may include, but are not limited to the following):

1. Student Instruction: (under the direction of a teacher)

a) Educational Assistant:

- Provides assistance to individual students or small groups of students experiencing difficulty with regular classroom work
- Follow requirements of the student Individual Education Plan (IEP) and/or Behaviour Intervention Plan (BIP)
- Assists with/perform health care procedures
- Administer student medication as assigned
- Assist in keeping student records
- Follows program recommendations of occupational therapists, physiotherapists, clinicians or consultants
- Provides assistance with a variety of strategies to support selected students during test and exam writing

b) Assistance to teachers:

- Assist with preparation of classroom and educational materials
- Assist students in locating research and reference materials identified by the teacher.
- Provides assistance with marking objective tests and assignments
- Conduct observations and record keeping as identified by professional staff
- Communicate student progress to the appropriate professional
- May be required to perform routine clerical duties related to classroom/program activities
- Assist with the preparation for special occasions or events

2. Student Supervision:

- Provides supervisory presence in the classroom should a teacher be called out for a period of time
- Supervises individual students and small groups during class time in order that the teacher may be available to assist other students with school work
- Assists with supervision duties of special needs students in the school and on the playground
- Provide student supervision at work education site

3. General:

- Make positive contribution to all school initiatives
- Follow requirements of relevant legislation (FIPPA, PHIA) and Division procedures

4. Assistance for students with special needs:

- Active assistance with personal hygiene, toileting, dressing, undressing, feeding, lifting, transferring or moving students as required.
- Implementation of alternative communication strategies for students.

5. Professional Responsibility:

- Will respect the confidentiality of information pertaining to students and staff
- Will use the proper channels of communication according to school and division policy
- May avail themselves of on-going training and educational opportunities as related to their position

6. Child Protection:

If an educational assistant in the course of their duties has reason to suggest that a child has suffered or is suffering from abuse, they are required, by law, to report this information to the school administration and appropriate agencies.

The Educational Assistant may not engage in any of the following duties or activities and must not be required to do by the employer:

- Interpret obtained observations or data into diagnostic statements or clinical management procedures
- Administer diagnostic tests and interpret the results
- Determine case selection (decisions regarding the initiation, duration or termination of services)
- Transmit clinical information (including data or impressions relative to client performance, behaviour or progress), either verbally or in writing, to anyone other than the resource teacher
- Compose clinical reports except for brief progress notes to be held by the resource teacher
- Refer a client to other professionals or other agencies
- Use any title, either verbally or in writing, other than that determined by the employer
- Report student-related information to parents, either verbally or in writing, as this is the responsibility of the teacher or the school administration.