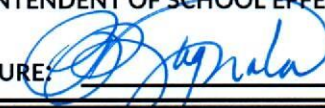


**JOB DESCRIPTION**

<b>JOB TITLE: EDUCATIONAL ASSISTANT</b>		<b>JOB CODE: NU22</b>	
<b>DEPARTMENT: SPECIAL EDUCATION</b>		<b>VERSION: 1.0</b>	
<b>DATE APPROVED: JUNE 18, 2009</b>	<b>APPROVED BY: ROSSELLA BAGNATO , SUPERINTENDENT OF SCHOOL EFFECTIVENESS</b>		
<b>DATE REVIEWED: AUGUST 25, 2020</b>	<b>SIGNATURE:</b> 		

REPORTING RELATIONSHIPS

Position reports to: Principal  
Positions supervised: N/A

JOB PURPOSE

Educational Assistants (EA) help deliver educational programs in elementary and secondary schools. They play an increasingly vital role in today's classroom. The EAs key role is to support individual students, or groups of students. They work under the guidance of teachers and under the supervision of the Principal. The EA is assigned, at the Principal's discretion, to meet the needs of specific students and/or program needs within the school.

ESSENTIAL QUALIFICATIONS

Education / Certification

- College Diploma in Child and Youth Care Worker (CYW), Developmental Service Worker (DSW), Educational Assistant (EA) or a College Diploma/University Degree in a related field
- Certificate of completion for the Ministry of Labour Worker Health and Safety Awareness in 4 Steps training

Required Knowledge

- Working knowledge of Personal Health Information Protection Act
- Broad knowledge of child and youth development
- Broad knowledge of assistive devices
- Working knowledge of the IEP, Behaviour Safety Plans and Behaviour Management Plans

### Experience Required

- One year experience in related field

### Skills | Abilities

- Excellent communication skills both verbal and written
- High levels of patience
- Excellent problem solving skills
- Excellent negotiation and mediation skills
- Ability to be sensitive to the needs of students with exceptionalities
- Ability to recognize individual learning styles and the characteristics of learners
- High level of attention to confidentiality
- Proficient in the use of word processing software, Internet and email
- Ability to provide regular attendance
- Ability to provide attention to detail
- Excellent interpersonal skills with proven ability to work as a member of a team
- Ability to effectively communicate and relate to people tactfully, diplomatically, and professionally at all times is essential

### Physical Requirements

- Standing and walking for extended periods of time
- Assisting students as required (e.g. repetitive bending, assisting children with carrying their belongings, and transferring and positioning students)
- Assisting with carrying out treatment programs/individual education plans
- Manual dexterity required to use computer and peripherals

### PREFERRED QUALIFICATIONS

- Behaviour management certification
- CPI certification
- First Aid Certification & CPR Certification;
- Experience in a classroom setting would be considered an asset
- Intervenor for Persons Deaf-Blind Program/Diploma

### DUTIES AND RESPONSIBILITIES

- Assist the teacher in the delivery of programs, procedures and activities required to meet the identified needs of individual students or small groups. Programs may include communication programs/behaviour management programs/occupational and physio programs as directed by the appropriate professional
- Understand and comply with relevant School Board policies and APGs, and follow guidelines mandated by Ministries i.e., duty to report, confidentiality, rights of custodial parents, release of information etc.

- Keep Principals and Vice Principals abreast of all issues concerning student welfare
- Report a suspicion of child abuse directly to the Children's Aid Society (CAS)
- Administer medication to students, as directed by the Principal
- Maintain accurate daily/weekly anecdotes
- Show genuine care and respect when assisting students with personal needs such as toileting, feeding and dressing
- May perform general procedures: catheterizing and venting (release of air for students that are GTube fed) as trained by appropriate professional
- Assist in the observation and assessment of students as requested by the teacher/supervisor
- Communicate with parents when appropriate as directed by Teacher/Principal e.g. parent-teacher conferences, communication books; document communication with parents
- Assist students with embarking and disembarking of school transportation
- Help to build positive interactions and supports relationships with students, parents, staff and community agencies
- Help keep classroom, classroom materials and educational aids organized and clean
- Supervise students e.g. classroom, hallway, recess, play, lunch or rest area and during recreational activities and outdoor trips
- Provide assistance with individualized program materials
- Assist the teacher in observing, recording and charting behaviour
- Enforce school and class rules to help teach students proper behaviour
- Assist the teacher with crisis problems and behaviour management
- Assist the teacher in the preparation/production of instructional materials and modifications
- Work with the teacher to develop classroom schedules
- Carry out tutoring activities designed by the teacher
- Assist the classroom teacher to include and involve the student with special needs in classroom and extra-curricular activities
- Supervise/support and/or participate with students in community-based programming when requested
- Assist the teacher to provide program adjustments that are suitable to the student's behavioural and emotional make-up
- Work directly with students in different settings where a teacher is not available at the site (e.g., work experience placement)
- Support and train Students on Placement, e.g. Child and Youth Worker, Developmental Services workers, under direction of the teacher(s)
- Reinforce students' social and personal skills to ensure the successful inclusion of the student with special needs
- Aid in the design and development and be supportive of student personal program plans
- Assist students to access and present information using a variety of technologies
- Be an active member of the collaborative team
- Reinforce lessons presented by teachers by reviewing material with students one-on-one or in small groups

- Be an integral part of the classroom and help all students, as time allows
- Support the special needs students at school-sponsored activities, during regular school hours
- Seek professional development opportunities to improve skills and gain knowledge;
- Participate in Board professional development
- Perform other duties as requested by the administrator(s)

In addition to the above, the Deaf-Blind Intervenor duties/responsibilities include:

- Facilitates communication between Deaf-Blind student, other students and staff adjusting to the signing, education and communication levels required
- Utilizes methods and techniques that provide the best possible opportunity for the Deaf-Blind student to compensate for his/her hearing and vision loss
- Implements educational support programs designed by professionals such as Deaf-Blind Resource Consultants, Speech and Language Pathologists, Physiotherapists, Occupational Therapists and Audiologist

Health and Safety (self):

- Always practices safe work procedures
- Report unsafe conditions as quickly as possible
- Properly wear any protective equipment the job requires

SPECIAL WORKING CONDITIONS

- May be exposed to body fluids and waste
- Travel may be required for some positions, to schools within the Board's jurisdiction