



JOB DESCRIPTION

JOB TITLE: EDUCATIONAL ASSISTANT

JOB CODE: NU22 VERSION 1.0

DEPARTMENT: SPECIAL EDUCATION

DATE APPROVED: June 18, 2009

DATE REVIEWED: September 12, 2024

Approved by: Erica Raymond, Superintendent of Education

Signature: *Erica Raymond*

REPORTING RELATIONSHIPS

Position reports to: School Administrators

Supervised: N/A

JOB PURPOSE

Educational assistants are valuable members of the school team, playing a crucial role in fostering equitable and inclusive classrooms and school environments. They support student strengths, address needs, and promote overall well-being, all while encouraging and nurturing student independence.

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 Individual Education Plan, Behaviour and Medical 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, compassion and resilience
- Excellent problem-solving skills
- Excellent negotiation and mediation skills
- Ability to be responsive to the needs of students with exceptionalities
- High level of confidentiality
- Proficient in the use of word processing software, Internet and email
- 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 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
- Behaviour Management Systems (BMS) certification
- First Aid Certification & CPR Certification.
- Experience in a classroom setting would be considered an asset

DUTIES AND RESPONSIBILITIES

- Educational Assistants are assigned to schools primarily to support students who have intensive and/or complex needs based on Health/Medical, Adaptive Functioning, Communication and Behaviour/Safety. These students require additional support to exercise their right to attend school and to access school programming and the Ontario Curriculum. Under the guidance of teachers and under the supervision of the school Principal or Vice-Principal, Educational Assistants support students' to develop skills to help them become more independent.
- 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
- Keep Principals and Vice-Principals up to date of all issues concerning student welfare
- Maintain accurate daily/weekly observations and evidence of learning
- Show care and respect when assisting students with personal needs such as toileting, feeding and dressing

- Assist students with embarking and disembarking of school transportation
- Supervise students e.g. classroom, hallway, recess, play, lunch or rest area and during recreational activities and outdoor trips
- Participate in Board professional development
- Perform other duties assigned by the Principal or Vice-Principal

Health and Safety (self):

- Always practices safe work procedures
- Ensure the health and safety of students at all times
- 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