



Classification: RETEAA - Educational Assistant

Position: Education Assistant, Level I

Supervisor: School Principal or Designate

Job Summary:

Under the direction of the school principal and in collaboration with the resource teachers, a level I educational assistant performs tasks of a general nature, both in and out of the classroom, and/or provides instructional assistance to students with difficulties.

Duties and Responsibilities:

- Assists the teacher in the preparation, and implementation of curriculum, classroom materials and schedules to meet the needs of students with challenging educational needs.
- Assists in delivering specialized or adapted programming to students under the direction of the classroom teacher and/or resource teacher.
- Participates in the design and implementation of appropriate behavior management strategies identified by the direct supervisor.
- Observes and records student progress; maintains appropriate records.
- Provides feedback to supervising teacher and team members in regards to general observations of designate students' performance to assist in program planning.
- Provides academic assistance to students in classroom, small group and individual settings.
- Provides support to student(s) needs.
- Assists with the supervision of students during recess, lunch duty and during out-of-school activities when required (e.g. field trips)
- Assists with the supervision of students during the loading and unloading of school buses.
- Assists with the implementation of programs in community referenced instruction.
- Operates standard school and office equipment including personal computer applications, instructional aid communications and specialized individualized equipment and remains current with changing technology, practices and equipment.
- Assists with the administration of medication for identified students, under the direction of the Principal or designate.
- Administers first aid to students, such as applying band-aids and dispensing ice packs.
- Respects confidentiality of work.
- Performs other duties as assigned.

Knowledge, Skills, Education and Qualifications:

- General knowledge of children with special needs.
- Ability to operate standard school and office equipment including personal computer applications, instructional aid communications and specialized individualized equipment and remains current with changing technology, practices and equipment.
- Effective communication and organizational skills.
- High school graduate or equivalent.
- Certificate - Working Effectively with Violent and Aggressive States (W.E.V.A.S.)
- Ability to be flexible to meet the varying academic, social, emotional and behavioural needs of students.
- Ability to interact with the students in an effective manner.
- Ability to communicate effectively using tact, discretion and diplomacy in interactions of a difficult or specialized nature.
- Ability to determine, judge and select appropriate course of action within limits of established methods and procedures.
- External applicants must supply a Criminal Record search and a cleared Child Abuse Registry Check upon hire.

Physical Demands and Working Conditions:

- Exposure to noise and frequent interruptions with conflicting demands.
- Exposure to continually fluctuating outdoor temperatures and weather conditions during recess, lunch and bus duties.
- Sufficient vision and hearing to perform related job duties.
- Physical strength to assist with the control of violent and aggressive behavior by students who may require restraint in crisis situations.
- Physical strength to lift and transfer multiple handicapped students on a regular basis and to operate equipment relative to the task.
- Able to perform related physical and mental activities.
- Able to work in a highly active physical environment.
- Assists with the administration of medication and monitors medical procedures for identified students as required.

The above statements reflect the general duties considered necessary to describe the principle functions of the position identified and shall not be construed as a detailed description of all work requirements that may be inherent to the position.