



CLASSIFICATION: Educational Assistant, Level II

POSITION: Educational Assistant, Level II

SUPERVISOR: Principal / Administrator

Job Summary:

Under the direction of the school principal/administrator or delegate, and in collaboration with the necessary teachers, the Educational Assistant, Level II is responsible for providing educational programming support for individual or groups of students with additional needs both in and outside of the classroom.

Duties and Responsibilities:

- Instructional assistance
 - Assists the teacher in the preparation and implementation of curriculum, classroom materials and schedules to meet the needs of students with additional needs
 - Implements student-specific programming to students under the direction of the classroom teacher and/or resource teacher
 - Builds strong, positive relationships with the student(s)
 - Documents students' program performance and provides feedback to the teacher(s) and team members regarding general observations of designate students' performance to assist in program planning
 - Provides academic assistance to students in classroom, small group, and individual settings
 - Assists with the review and reinforcement of skills taught under the direction of the teacher(s) for the student(s)
 - Assists with the reinforcement of behavioural management strategies identified by the teacher
 - Assists with the organization and arrangement of special devices, materials and teaching aids
 - As required, supports student participation in community referenced instruction (i.e., job-site specific training and support necessary to maintain employment in a community work setting)
- General supervision
 - Supervises and supports students who are struggling with behaviour and having difficulty connecting with the learning in a regular classroom setting
 - Supervises students during recess, lunch duty and during out-of-school activities (e.g., field trips) when required
 - Supervises students during the loading and unloading of school buses
- Additional needs
 - Assists with the personal care and hygiene of students as required
 - May assist with the administration of medication and monitor medical procedures for identified students as required under the direction of the principal or designate

- Assists in the use of holds as required (providing employee has been trained)
- Administers first aid to students, such as applying band-aids and dispensing ice packs
- Assists with the organization of special devices, materials and teaching aids
- General duties
 - 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
 - Respects confidentiality of work and maintains the privacy of students' personal information and personal health information
 - Other related duties as assigned (provided that the employee can safely perform such duties based on their skills, knowledge, or ability)

Qualifications, Skills and Abilities:

Qualifications

- Education at the high school graduate level or equivalent is required; additional training in the care of children / children with additional needs is an asset
- Experience working with children/youth, ideally with children with additional needs
- External applicants must supply a Criminal Record search and a cleared Child Abuse Registry Check upon hire
- Additional qualifications preferred, but not required:
 - Completion of Educational Assistant/Para Educator program or related area of post-secondary education
 - Non-Violent Crisis Intervention training (NVCi)
 - First Aid and CPR training
 - Valid Manitoba Driver's license, driver's abstract, and access to a reliable vehicle

Skills and abilities

- Demonstrated ability to establish positive relationships with children/youth
- Strong judgement and problem-solving skills with the ability to handle difficult and/or sensitive situations with tact and diplomacy.
- Ability to be flexible to meet the varying academic, social, emotional, and behavioural needs of students
- Ability to develop and demonstrate awareness of the underlying reasons for challenging behaviour and to respond positively
- Ability to interact with the students in an effective manner
- 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
- Physical abilities consistent with requirements of the job (see physical demands and working conditions, below)

Physical Demands and Working Conditions:

Physical demands:

- Sufficient vision and hearing to perform related job duties

- Able to work in an active physical environment that may require sitting, standing, bending, crouching, lifting, pushing, pulling, squatting, etc. (specific requirements will vary by assignment)
- Able to assist with outdoor supervision during recess and lunch period in constantly changing temperatures
- Physically able to assist with the control of violent and aggressive behaviour by students who may require restraint in crisis situations (providing employee has been trained)
- Able to operate and maintain specialized devices, equipment, and technologies
- Physically able to lift and transfer students with complex needs on a backup basis and be able to operate equipment relative to the task

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.
- May be exposed to verbally and physically aggressive behaviours
- May be required to drive children to /supervise children in out-of-school activities

The above statements reflect the general duties considered necessary to describe the principal 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.