

POSITION: Educational Assistant – EAL
CLASSIFICATION: Educational Assistant, Level II
BARGAINING UNIT: River East Educational Assistant Association
REPORTS TO: Principal/Administrator

Job Summary:

Under the direction of the EAL or resource teacher, and in collaboration with the necessary teachers, the Educational Assistant, Level II, EAL performs tasks of a general nature, both in and out of the classroom, and provides English as an Additional Language (EAL) instructional support in acclimatizing the student to Canadian schools and culture.

Duties and Responsibilities:

- **Instructional Assistance**
 - Provides instructional assistance in the classroom to meet the needs of students with additional needs
 - Provides EAL support (reading, writing, listening, and speaking) to meet the needs of students with additional needs
 - Implements student-specific programming, and building strong, positive relationships with the student
 - Assists students with basic numeracy and basic literacy skills
 - Implements specialized or adapted academic, personal and social programming to students
 - Provides academic and behavioral assistance to students in classroom, small group and individual settings
 - Provides documentation of students' program performance
- **General Supervision**
 - Provides general supervision to those who are struggling with behaviour and having difficulty connecting with learning in a regular classroom setting
- **Additional Needs**
 - Supports the additional needs of students, which may relate to personal care and hygiene, administration of medication or medical procedures, or administering first aid
- **General Duties**
 - Performs general duties such as operating standard school and office equipment including personal computer applications, instructional aid communications and specialized individualized equipment.
 - Works with students making major academic, social, emotional and cultural adjustments
 - Supporting EAL students in a variety of learning environments (e.g. gymnasium, field trips, outdoor education activities)
 - Performs 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

- Completion of Educational Assistant/Para Educator program or related area of post-secondary education is required OR an equivalent combination of experience and training in the care of children/youth with additional needs
- Coursework in EAL program certification completed or in progress upon application from an accredited institution (i.e. University of Manitoba, University of Winnipeg)
- Experience in an English as an Additional Language (EAL) environment is essential
- Multicultural experience would be an asset
- Strong academic background, especially in mathematics and science
- Non-Violent Crisis Intervention training (N.V.C.I.) would be an asset
- External applicants must supply a Criminal Record search and a cleared Child Abuse Registry Check upon hire

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)
- 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 inclement weather (e.g., if performing outdoor supervision during recess and lunch)
- 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.