



JOB DESCRIPTION

Salary Grade: 5

10 Month Position

Job Title: Education Assistant, Secondary/Elementary Schools	Division Field Operations
Supervisor's Title Principal	Superintendency: Secondary & Elementary Schools
Union Status CUPE Local 1328	Department/Location: Elementary or Secondary Schools

PRIMARY FUNCTION

The primary purpose of this job is to provide assistance to students in the areas of spiritual, educational, social, behavioural and physical needs under the direction of the principal and teacher.

MAIN RESPONSIBILITIES

1. Assigned by the principal and under the direction of a teacher, to assist students, to develop social and study skills using a one-to-one format or other format as directed by the principal/teacher by:
 - providing motivation and encouragement
 - encouraging social interaction and cooperative play during play time, recess and lunch breaks
 - modelling and reinforcing appropriate behaviour with other students and staff
 - accommodating materials or activities to meet individual student's(s') needs as directed by the teacher
 - scribing for students as required
 - reading **to**/with students when necessary, to ensure the assignment is understood
 - monitoring seatwork and reinforcing concepts already taught by teacher as required, and
 - accompanying students to class according to their schedules.

2. To supervise the safety and physical needs of the assigned students by:
 - maintaining constant and close contact to avoid injury to the students in the classroom, halls, play area and on excursions
 - monitoring seizures by helping student to lie down and taking care that student is not injured by falling
 - guiding ill students to appropriate and safe environment
 - reporting a medical emergency to the teacher/principal who decides when to contact a parent
 - **reporting concerns about student health, safety, behaviour and well-being to teacher who then determines the follow up if any is necessary**
 - giving/supervising/logging, as required, medication (e.g. pills) to students at appropriate intervals during the day as directed
 - lifting and positioning students as required
 - operating hoists and other devices required for physically challenged students in accordance with training
 - when required, assisting **and supervising** with toileting, providing toilet training, and changing diapers
 - assisting students with life skills and self care (i.e. assisting student to feed self and spoon feeding when needed), assisting students with physical program, physiotherapy, occupational and speech therapy by reinforcing the recommendations of the Community Care Access Center or its equivalent
 - accompanying students to and from buses and other transportation, **and securing seatbelts**, as required
 - assisting students with fire drills and lock down procedures, and
 - in an emergency, supervising students as directed by the principal.

3. To provide assistance to teachers by:
 - recording anecdotal comments of observations when requested by the teacher
 - providing observations to the teachers for the Identification & Placement Review Committee (IPRC), School Based Support Team (SBST) and other professional service providers as required
 - photocopying material for students
 - purchasing items at local stores for classroom projects and workshops as required
 - filing and organizing class material as required, and

- assisting students to access and use the assistive technology (i.e. computers, voice activated software, etc.).
- 4. To assist students to participate in out-of-school programs (e.g. field trips, church) and/or accompany student(s) and, when required, familiarizes student(s) with the steps in learning how to use the T.T.C. (e.g. buying tickets, learning landmarks and appropriate conduct).
- 5. May be required to assist students with essential life skills such as personal hygiene, conduct, street awareness and/or grocery shopping by visiting local retail store to purchase item.
- 6. Assists teacher to prepare classroom material for special programs and workshop centres (such as work sheets, games, selecting appropriate reading material).
- 7. Performs other related duties as assigned or required.

SKILL

- Grade 12 Diploma or equivalent. May be required to have additional qualifications for specific positions (i.e. lifeguard certificate, etc.).
- Knowledge of methods in instructing life skills to students.
- Six months of related experience and one year of on-the-job training.
- Ability to use a computer when required.

EFFORT

- The complexity of the job is in the creativity required to accommodate the learning abilities of students at a variety of comprehension levels; in resolving aggressive behaviour in students by intervening and stopping arguments and/or tantrums; and also in the emotional content of the contact with students.
- Effort required positioning a student subject to seizures and using provided equipment to position and assist a severely disabled student.
- Visual concentration required when reading and using a computer.
- May be required to stand for periods of time when assisting in the classroom or exercising and helping students to learn to walk on stairs.

RESPONSIBILITY

- Required to report all injuries and seizures to the teacher and to treat minor situations as directed.

- Discretion and independence of action in using specific strategies and materials to reinforce lesson objective and in behaviour modification (e.g. when student is making unusual sounds, Education Assistant would suggest more appropriate behaviour for a teenager).
- Required to report, as required by law, suspected child abuse to principal.
- Impact of error would be in the reduced quality of the care given and in the decline of effective behavioural, social and educational skills learned.
- The health or safety of a student may also be affected.
- Routine contact is with teachers and TCDSB special education resource personnel to exchange information and to determine effective strategies. Occasional contact may be required with coop employer and other service providers. Casual contact with parents will occur. (Formal and written communication is the responsibility of the teacher.)

WORKING CONDITIONS

- Potential health risk daily (e.g. when required to change diapers).
- Possibility of personal injury when attempting to resolve fighting or tantrums. Exposure to sharp tools when attending technology classrooms.
- Working with students who have difficulties and who may not experience success immediately can lead to frustration.
- Patience and flexibility is required when dealing with interruptions.
- Required to be alert to changes in students' behaviour or activity in case of illness or to avoid injury.
- May be required to work in classrooms with large pieces of equipment for disabled students.

Management Approval _____ Date _____

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Reviewed by Management	Date	Reviewed by Union	Date