

Position Description

Educational Assistant

Reports to
Principal or designate
Basic Function
Assist classroom teachers with providing student/s with supports (i.e. learning, behavior, social/emotional, personal care) in an inclusive and appropriate environment.
Required Skills and Knowledge
Excellent interpersonal skills
Ability to work in a cooperative manner with staff, students, and parents.
Ability to work collaboratively as part of a school-based team.
Ability to work with students in a patient and positive manner.
Ability to work with students with a range of needs (i.e. learning, behaviour, social/emotional, personal care).
Ability to respond to direction and follow individual student program plans.
Duties and Responsibilities
The Educational Assistant shall perform such duties and responsibilities as may be assigned including but not restricted to the following:
Under the direct supervision of the teacher, deliver programs to individual students and/or groups of students as may be assigned.
Implement material and suggestions given by classroom and resource teachers.
Assist in daily planning and carry out daily plans in conjunction with classroom teachers and resource teachers.
In conjunction with the teacher, maintain records of progress for each student.
Help carry out goals for each student.
Provide an oral report of the student's progress during meetings with classroom and resource teachers.
Work with parents whenever possible.
Utilize effective and appropriate discipline procedures with students.
Work toward helping students who require intensive supports becoming independent.
Supervise students in the classroom, at play, at lunch or in rest areas during recreational activities and outdoor trips on one-to-one or group basis.
Based on the needs of individual students, provide assistance with dressing, eating, personal care, toileting and transportation.
Under the guidance of the teacher or other support professionals, assist students in the development of fine and gross motor abilities and basic life skills by demonstrations, physical assistance or manipulation.
Assist with day-to-day activities for students who require intensive supports in collaboration with the classroom and resource teacher.
Assist with planning and implementing IIPs.
Follow guidelines set out in the Code of Ethics established and adopted by administration and/or Board of Education.
Other related duties as may be assigned by the Principal or designate.



Qualifications
Grade 12 or equivalent
Post-secondary courses or equivalent experience
Valid driver's license.
Judgement, Independence and Client/Peer Contact
Confidentiality
The Educational Assistant is expected to respect the confidential nature of the position by avoiding discussion of any topics that are not formally communicated to the public by the administration of the school or the school division. Information regarding a student, staff member or board member must not be discussed in public or with any person not authorized to receive that information. Breaching confidentiality is a serious violation of acceptable conduct and is grounds for disciplinary action up to and including termination of employment with the Board of Education.
Respect for Students, Parents and School Staff
The Educational Assistant is expected to demonstrate care, empathy, and rapport for students, parents, and staff.
Working Cooperatively with School Staff
This position involves working closely with other personnel on a daily basis. This organization believes in working as a team to provide quality service to students, their parents and the general public in the Northern Lights School Division.
Responsibility to Demonstrate Competence
The Educational Assistant is expected to perform assigned tasks as directed.
Conditions of Employment
Educational Assistants are employed on a temporary basis.
Educational Assistants may be laid off with two weeks' notice.
Educational Assistants will be laid off at the end of the school year.
The principal <u>may</u> recall Educational Assistants at the beginning of the new school year if there is a need.
Probationary Period
New appointees to this position undergo a six month probationary period.