



Educational Assistant Job Description

POSITION SUMMARY:

Under the general direction of the Principal, and with the supervision of the classroom teacher, the Educational Assistant works in an integrated setting to aid and support a special need student in accomplishing their IEP (individual education plan) objectives by ensuring a safe learning environment, reinforcing social protocols, promoting personal health and hygiene as required and in accordance with established policies and procedures, and providing academic support as required. The needs of this student include a range of learning and physical disabilities *related to autism and hearing impairment*.

The overall goal of the Educational Assistant is to aid students in achieving their IEP goals and encourage their personal level of independence in a professional and courteous manner. The job involves maintaining confidentiality and current, proficient knowledge of the documentation practices, detailed procedures, and Ministry of Education Legislation.

SPECIFIC ACCOUNTABILITIES:

- Ensuring a safe learning environment for all students by avoiding triggers that may escalate special needs students' inappropriate behaviours and implementing recognized behaviour management techniques.
- Providing positive behaviour support and utilizing communication skills to diffuse escalated behaviours (e.g.: defiance, emotional outbursts, disengagement, etc.), reporting any extreme or unusual incidents to the supervisor.
- Providing academic support by: working with special needs students one-on-one and/or in small groups, reinforcing the concepts of the lesson at hand, and adapting learning materials as required.
- Monitoring student progress and providing daily or weekly updates to the teacher.
- Participating in IEP meetings with teachers, parents, and other parties such as psychologists and/or therapists upon request. Providing general classroom support by collaborating with the teacher to oversee the progress of other students in the integrated setting.
- Providing social guidance by: reinforcing appropriate behaviours for social interaction; assisting with social integration in the classroom as well as during recess and lunch periods as appropriate; implementing and monitoring behaviour management programs which includes observation, data-keeping, and follow-up; and discussing student progress and adaption requirements with the teacher.
- Promoting personal health and hygiene by: assisting with toileting, feeding, and general cleanliness; assisting with the administration of student medication as indicated on medical forms, under the teachers' supervision, as required; ensuring students adhere to medical routines and/or special diets
- Assisting in administering minor first aid to students—e.g.: applying bandages and dispensing ice packs.
- Ensuring the safe and orderly storage of special equipment and supplies.
- Participating in meetings as requested and performing duties as may be assigned by the Principal.
- Support the school ideals and handbook.

PHYSICAL REQUIREMENTS AND EXPECTATIONS:

This position requires a relatively equal balance of standing/walking and sitting to accommodate students' needs. Incumbents may be required to briskly walk on occasion and physically assist students. Incumbents may expect to be exposed to aggressive incidents from students (e.g.: biting, hitting, spitting), and bodily fluids.

QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

Grade 12 diploma, or equivalent, supplemented by graduation from an Education Assistant Program of 1 year and up to 2 years or equivalent from a recognized post-secondary program, a minimum of 1 year of recent related work experience with special needs students. As well, incumbents also require the following:

- Proven ability to use Microsoft Office programs, internet and internet-based programs, with the ability to learn other software programs;
- Proven ability to determine, judge and select appropriate courses of action in accordance with established policies and procedures;
- Understanding and awareness of cultural diversity;
- Proven ability to multi-task, prioritize, self-motivate, and meet deadlines;
- Proven ability to communicate effectively both orally and in writing, and to provide service and relationship to the public and school board in a professional, respectful, positive and courteous manner;
- Proven ability to establish and maintain positive, effective work relationships in a team environment at all times;
- Proven ability to use tact and discretion and maintain confidentiality in matters pertaining to the School and BC Conference;
- Working knowledge of WHMIS and WorkSafe BC occupational health and safety regulations and the demonstrated ability to work in a manner that recognizes personal safety and the safety of others;
- Ability to be flexible, adaptable and resilient to change;
- Ability to explain complex or simple instructions or information clearly to others;
- Working knowledge of the district child abuse protocol and reporting procedures;
- Demonstrated willingness to participate in professional development opportunities as provided by the district;
- Ability to provide educational support in academic subjects at the elementary/middle school level.
- Working knowledge of various electronics used for educational purposes (e.g.:tablets, speech recognition programs, audio and visual equipment);
- Working knowledge of reading and writing software programs (e.g.:Kurzweil, Boardmaker);
- Ability to effectively interact and establish positive rapport with students;
- Ability to use office equipment (e.g.:printer, photocopier) at a basic level;
- Level 1 First Aid certification is an asset;
- POPARD (Provincial Outreach Program for Autism and Related Disorders) training is an asset;
- A valid Class 5 BC Driver's License is an asset;
- Sufficient physical capabilities, stamina and coordination to perform the duties of the position to the required standard.

How to Apply:

Interested applicants should submit a detailed resume outlining qualifications and experience by April 14, 2023 to:

- principal@aacaph.ca

The current salary rate is \$18.25 per hour with an additional 6% vacation pay and extended health benefits.