



EDUCATION ASSISTANT

Summary

Works with a wide variety of students including those with autism, intellectual, physical and/or sensory disabilities and/or with students who exhibit inappropriate and sometimes aggressive behavior. Assists teachers with the delivery of programs and services to support student learning and to ensure the safety and comfort of students with diverse needs through physical and personal care in and out of the classroom and in the community. Supports may include academic assistance, life and social skills development, personal care, physical assistance and positive behavior support.

Job Description

- This position is under the direction and supervision of the School Administrator or designate. The Education Assistant is also required to take direction and instructional supervision from the Inclusive Education department and classroom teacher.
- Assists teachers and students in the delivery of Individual Education Plans (IEPs), particularly those that include positive behaviour support plans.
- Reinforces the educational program by supporting, adapting or modifying classroom materials to meet the diverse needs of students.
- Assists in the planning and acquisition of life and social skills aimed at the reinforcement of positive behaviours, including through work and recreational experiences.
- Assists in planning and implementing behaviour supports.
- Works with parents, health care professionals and others under the direction of the Inclusive Education department.
- Monitors and reinforces behavior for students displaying moderate behavior issues.
- Contribute to reports such as daily or weekly communication logs.
- Prepares classroom materials such as booklets, flip charts and flash cards.
- Provides input to the IEP and student progress reports and contributes to record keeping functions including student learning and behavior data collection.
- Assists with the supervision of the general student population, before, during, and after school as required. Supervises assigned students with diverse needs in and out of the classroom and in the community.
- Provides personal care assistance such as toileting, feeding, diapering and dressing; provides physical assistance such as wheelchair maneuvering, positioning, lifting, transferring and motor skill development exercises.

Date created: July 1, 2024	Date reviewed:	Date edited:
----------------------------	----------------	--------------



EDUCATION ASSISTANT

- Implements the health care plan such as administering medication, catheterization, diabetes monitoring, monitoring seizure activity and gastro tube or other complex feeding.
 - Implements educational support programs such as speech therapy, physical therapy and/or occupational therapy and assists students using specialized equipment such as speech computer programs, personal communicators and wheelchairs.
 - Where additional student specific supports such as a health care plan, speech and language therapy and/or physical or occupational therapy are involved, training and direction will be provided by subject experts.
 - To maintain the confidentiality of sensitive information seen or heard.
 - All employee conduct must be in compliance with school district policies and provincial legislation.
 - *This description includes the essential elements required for job identification and evaluation. However, it does not provide an exhaustive list of duties to be performed.*
-

Typical Qualifications and Skills

- Grade 12 or equivalent
- Education Assistant certificate/diploma (equivalent to one recognized post-secondary year which includes a practicum)
- Completion of NVCI/Ukeru training
- Certain Education Assistant positions require completed certification in skills such as braille or sign language and will be noted in the job posting
- One year experience working with children with diverse needs
- B.C. Class 5 driver's licence and abstract
- Sufficient strength and stamina to perform the duties and responsibilities of the position and ability to work outdoors in adverse weather

Date created: July 1, 2024	Date reviewed:	Date edited:
----------------------------	----------------	--------------