

Classification: RETEAA - Educational Assistant

Position: Education Assistant, Level III

Supervisor: School Principal or Designate

Job Summary:

Under the direction of the school principal and in collaboration with the resource teachers, a level III educational assistant provides assistance of a support nature, both in and out of the classroom, in special education programs designed for profoundly physically handicapped, profoundly emotionally/behaviorally disordered students.

Duties and Responsibilities:

- Assists with the effective delivery of Special Education and/or Special Programs by becoming familiar with the requirements of designated student(s), and ensuring flexibility in terms of adapting to students' education programs.
- Assists the teacher in the planning, development, modification, preparation, and implementation of curriculum, classroom materials and schedules to meet the needs of students with challenging educational needs.
- Assists the teacher in the planning and implementation of individualized and/or group behavior programs in specialized and integrated settings, such as regular or resource classrooms, community based life skills training, work experiences sites, etc.
- Assists with the review and reinforcement of skills taught under the direction of the teacher(s) for an individual student.
- Provides support to student(s) with cognitive, behavioural and/or physical needs.
- Assists with implementation of speech and language therapy.
- Provides academic assistance to students in classroom, small group and individual settings.
- Assists with the supervision of students during recess, lunch duty and during out-of-school activities when required (e.g. field trips, swim programs).
- Provides documentation of students' program performance; keeps records related to observation of designated student(s).
- Provides feedback to supervising teacher in regards to general observations of designated students' performance to assist in program planning.
- Assists with the control in and out of the classroom of physically and verbally aggressive students who may require restraint in crisis situations.
- Assists with the organization and arrangement of special devices, materials and teaching aids.
- Assists with the implementation of programs in community referenced instruction.

- Assists with the reinforcement of behavioral management strategies identified by the teacher(s).
- Assists with the personal care and hygiene of severely handicapped students (i.e. lifting and transferring, toileting, dressing, feeding, and laundry, as required).
- Assists with the administration of medication for identified students, under the direction of the Principal or designate.
- Administers first aid to students, such as applying band-aids and dispensing ice packs.
- Operates 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.
- Requires a valid Class 5 driver's license to transport students if required.
- Respects confidentiality of work.
- Performs other duties as assigned.

Knowledge, Skills, Education and Qualifications:

- Knowledge of and experience with children with specific disabilities.
- 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.
- Effective communication and organizational skills.
- High school graduate or equivalent.
- Certificate - Working Effectively with Violent and Aggressive States (W.E.V.A.S.)
- Non-Violent Crisis Intervention training (N.V.C.I.) would be an asset.
- Trained in lifts and transfers for the purpose of toileting and transferring.
- Ability to be flexible to meet the varying academic, social, emotional and behavioural needs of students.
- Ability to interact with the students in an effective manner.
- Ability to communicate effectively using tact, discretion and diplomacy in interactions of a difficult or specialized nature.
- Ability to determine, judge and select appropriate course of action within limits of established methods and procedures.
- External applicants must supply a Criminal Record search and a cleared Child Abuse Registry Check upon hire.

Specialized Areas:

- American Sign Language
- Braille
- Gender specific support when required.

Physical Demands and Working Conditions:

- Exposure to noise and frequent interruptions with conflicting demands.
- Exposure to continually fluctuating outdoor temperatures and weather conditions during recess, lunch duty, out of school activities and bus duties.
- Sufficient vision and hearing to perform related job duties.
- Physical strength to assist with the control of violent and aggressive behaviour by students who may require restraint in crisis situations.
- Physical strength to lift and transfer multiple handicapped students on a regular basis and to operate equipment relative to the task.
- Awareness of the underlying reasons for challenging behavior and responding positively.
- Ability to operate and maintain specialized devices, equipment, and technologies.
- Flexibility to complete any of the duties and responsibilities outlined in the level I and/or level II job descriptions.

The above statements reflect the general duties considered necessary to describe the principle 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.