



**Classification:** RETSD - Educational Assistant

**Position:** Education Assistant, Level II – EAL – English as an Additional Language

**Supervisor:** School Principal or Designate

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**Job Summary:**

Under the direction of the school principal and in collaboration with the EAL or resource teachers, a level II, EAL, educational assistant provides assistance of a support nature, both in and out of the classroom.

**Duties and Responsibilities:**

- Working with students making major academic, social, emotional and cultural adjustments.
- Assisting students with basic numeracy and basic literacy skills.
- Implementing specialized or adapted academic, personal and social programming to students.
- Providing academic and behavioral assistance to students in classroom, small group and individual settings.
- Providing documentation of students' program performance.
- Supporting EAL students in a variety of learning environments (e.g. gymnasium, field trips, outdoor education activities)
- Assists with the effective delivery of Special Education and/or Special Programs by becoming familiar with the requirements of designated student(s), and ensure flexibility in terms of adapting to students' education programs.
- Assists with the review and reinforcement of skills taught under the direction of the teacher(s) for an individual student.
- 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).
- Assists with the organization and arrangement of special devices, materials and teaching aids
- Implementing programs in community referenced instruction.
- Other duties as assigned.

**Knowledge, Skills, Education and Qualifications:**

- High school graduate or equivalent
- Certificate - Working Effectively with Violent and Aggressive States (W.E.V.A.S.)
- External applicants must supply a Criminal Record Search and a cleared Child Abuse Registry check upon hire
- Coursework in EAL program certification completed or in progress upon application from an accredited institution (i.e. University of Manitoba, University of Winnipeg)
- Experience in an English as an Additional Language (EAL) environment is essential
- Strong academic background, especially in mathematics and science
- Multicultural experience would be an asset
- Effective communication and organizational skills
- Computer skills
- 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.

**Physical Demands and Working Conditions:**

- Exposure to noise and frequent interruptions with conflicting demands.
- 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.
- Able to perform related physical and mental activities.
- Able to work in a highly active physical environment.

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.