

## **477 EDUCATIONAL ASSISTANT**

### **Identifying Information**

Position Title:	Educational Assistant
Classification Title:	Support Staff
Department:	School Based
Reports to:	Principal
Position Supervises:	N/A

### **Basic Function**

The primary responsibility of the Educational Assistant is to work closely with school Administration, Learning Support Teachers and designated classroom teachers to facilitate the delivery of appropriate instructional programs.

The Educational Assistant works under the direction of a qualified teacher with regard to planning and implementing programming. The teacher, at all times, remains responsible for the instruction of students and their learning. Students may receive one-on-one support from the Educational Assistant, work within small groups, or work within the general education classroom.

### **Qualifications**

1. Certification in a recognized Educational Assistant Program or related post-secondary degree would be considered an asset.
2. Successful experience working with students with special needs in an education setting.
3. Experience working with health related professionals in the areas of speech, occupational therapy, physical therapy.
4. Effective behavior management and communication skills.
5. Familiarity with Individual Program Plans and program implementation.
6. Effective team player.

7. High level of energy and physical fitness.

### **Major Duties and Responsibilities:**

Under the supervision of school administration or a qualified teacher, the Educational Assistants' responsibilities are as follows:

1. Professional Responsibilities
  - a. Demonstrates and maintains confidential communication about individuals.
  - b. Demonstrates a positive and appropriate rapport with students, parents and staff.
  - c. Demonstrates a spirit of cooperation and flexibility.
  - d. Seeks appropriate channels to solve matters of concern.
  - e. Demonstrates initiative and enthusiasm for all tasks.
  - f. Models appropriate interactions for students.
  - g. Performs duties as assigned by the teacher or school administration.
2. Classroom Organization
  - a. Implements all program plans as directed and supervised by the teacher.
  - b. Prepares and adapts materials as directed by the classroom teacher and/or Learning Support Teacher (LST).
3. Planning
  - a. Collaborates with teachers to provide input as they develop programming for students. This may include, but is not limited to:
    - i. Individual Program Plans (IPP)
    - ii. Functional Behaviour Assessments (FBA)
    - iii. Positive Behaviour Support Plans (PBSP)
    - iv. Crisis Response Plans (CRP)
    - v. Individual Care Plans (ICP)
    - vi. Success in School Plans (SIP)
  - b. Assists teachers in preparing suitable materials for assigned students.
  - c. Supports the school collaborative team in implementing student learning goals, behaviour goals and IPP goals.

4. Assessment
  - a. Assists with observations, monitoring and behaviour collection techniques.
  - b. Assists with assessing students with diverse needs i.e. scribing, oral testing.
5. Instructional Strategies
  - a. Understands and applies remedial strategies and materials as directed.
  - b. Uses Assistive Technologies as directed to accomplish student objectives.
  - c. Prepares an outline of their daily activities and a timetable for substitutes.
6. Communication
  - a. Attends meetings as requested during the regular school day.
  - b. Provides feedback to teacher/LST, relay concerns.
  - c. Communicates with parents if a framework for doing so is established by the supervising teacher.
7. Promote a Safe and Caring Environment
  - a. Helps to ensure a safe environment through supervision of student(s) during arrivals and departures, lunches, recesses, and in the classroom as per assigned duties.
  - b. Encourages an atmosphere that respects others' needs.
  - c. Uses consistent, systematic and effective routines with student(s).
  - d. Manages difficult situations with a minimum of disruption.
  - e. Works within the community with a student as directed by the Individual Program Plan (IPP).
8. Social, emotional and behaviour supports for students
  - a. Effectively follows the teacher(s) directed behavior system.
  - b. Provides positive feedback and reinforcement to student(s) to build self-esteem.
  - c. Anticipates and redirects inappropriate student(s) behaviors in a positive manner.
  - d. Monitors student(s) behavior within and outside the classroom.

- e. Effectively employs a variety of strategies that reinforce positive student(s) behavior.
  - f. Assists teacher(s) in the monitoring, preparing, and evaluating of student(s) progress through the use of a daily log book and/or other observational/recording instruments if required.
9. Medical Supports for Students (as required)
- a. Attends to the physical needs of the student(s) by feeding, toileting, administering medication and medical care and promoting good personal hygiene as directed by the teacher(s) and health professionals.
  - b. Assists individual student(s) with medical procedures in accordance with the student's Individual Program Plan (IPP) and/or Individual Care Plan.
  - c. Ensures the safety of the student(s) (and self) by utilizing proper techniques for positioning equipment and mobility and for lifting student(s).
10. Other areas of support
- a. Supervision duties (e.g. playground, lunch) as required.
  - b. Implementation of individual emergency evacuation plans as assigned.
  - c. Provision of one-on-one and small group instruction.
11. Professional Growth
- a. Participates in professional learning.
  - b. Seeks advice, assistance, and guidance from colleagues and supervisors.
  - c. Stays current on school and district policies, procedures and programs.

## References

Section 33,52,53,55,68, 198,199, 204, 205, 222,225 Education Act  
Employment Standard Code  
Labour Relations Code  
Occupational Health and Safety Act  
Freedom of Information and Protection of Privacy Act  
CRPS IE Handbook for LSTs

## History

Developed: August 2003  
Amended: December 2010  
Amended: September 2020