

## **SCHOOL DISTRICT NO. 5 (SOUTHEAST KOOTENAY)**

### **JOB DESCRIPTION**

**JOB TITLE:** EDUCATION ASSISTANT

**JOB SUMMARY:** Under the general direction of the classroom teacher and the supervision of the school principal, the Education Assistant works with a wide variety of students with diverse abilities. These diverse abilities can include, but are not limited to Autism Spectrum Disorder, Fetal Alcohol Spectrum Disorder, diverse cognitive abilities, chronic health conditions – both physical and mental health, trauma, and complex challenging behaviours. Education assistants are required to support students with complex diverse abilities through physical and personal care in the classroom, school, and community settings. Supports may include life and social skills development, personal care, physical assistance, academic assistance, and positive behaviour support. EAs are expected to be familiar with the IEP goals for the students they are supporting and to provide the necessary documentation as required by the Student Services Teacher and/or school principal as it relates to the goals in the IEPs. This includes the responsibility of assisting with the delivery of programs and services to support students with Individualized Education Plans (IEPs), which includes providing input to and following Staff Response Plans to ensure a safe school environment.

### **QUALIFICATIONS REQUIRED:**

1. Successful completion of a one-year Education Assistant Program certificate from a recognized accredited institute.
2. If not included within the one-year certificate, successful completion of a current autism course of no less than 25 hours.
3. Minimum of 180 hours of supervised practicum by an accredited institute in a school setting.

### **MUST HAVE THE ABILITY TO:**

1. Communicate effectively, orally and in writing.
2. Support students in an inclusive setting.
3. Serve as a role model for students.
4. Be calm, empathetic and compassionate towards students.
5. Solve problems related to the position.
6. Work with disagreeable and/or hostile conditions occasionally.
7. Be able to assist teachers in adapting and modifying the academic programs of students.
8. Be flexible and adaptable to student needs.
9. Be motivated and work interdependently.
10. Perform the physical requirements of the job.
11. Observe and document objectively for student files.

## **RESPONSIBILITIES AND DUTIES:**

1. Participate in the implementation of supports outlined in the Inclusive Education Plan (IEP).
2. Assist students with effective strategies for personal, social and intellectual competencies.
3. Reinforce the educational program by practicing skills of adapted or adapted classroom materials to meet the needs of students.
4. Assist in the planning and acquisition of life and social skills aimed at the reinforcement of positive behaviours, including through work and recreational experiences.
5. Monitor and reinforce behaviour for students displaying moderate behaviour issues.
6. Provide input to the IEP and student progress reports and perform record keeping functions including student learning and behaviour data collection and observing and documenting for student files.
7. Provide personal care assistance, such as toileting, feeding, diapering, and dressing; provide physical assistance, such as wheelchair manoeuvring, positioning, lifting, transferring and motor skill development exercises with the necessary medical training as provided by the employer/school district.
8. Implement the health care plan for students with chronic health conditions, such as administering medication, catheterization, monitoring seizure activity and gastro tube or other complex feeding with the necessary medical training as provided by the employer/school district.
9. Assist and take appropriate action for accidents and other potentially serious and/or dangerous situations with the necessary medical training as provided by the employer/school district.
10. Assist with educational support programs, such as speech practice and physical and/or occupational practice and assist students using specialized equipment such as electronic devices, personal communicators, and wheelchairs with the necessary medical training as provided by the employer/school district.
11. Assist with the supervision of the general student population; supervise assigned students with specific support needs in and out of the classroom and in the community, such as activities in school gymnasiums, swimming, laboratories, libraries, electives classes, and on-field trips.
12. Attend meetings as requested.
13. Accompany students on field trips as requested.
14. Engage in continued professional development as it relates to the role and responsibilities of an Education Assistant.
15. Communicate positively and effectively and interact as a collaborative and consultative team member.
16. Understand and act in accordance with school and district policies and procedures, District Health & Safety Manual and WorkSafeBC regulations.
17. Maintain confidentiality.
18. Assist students in the development of the Core Competencies as outlined in the BC Curriculum
19. Perform other job-related duties.