



## POSITION DESCRIPTION

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**POSITION:** Educational Assistant

**SUPERVISOR:** Principal

Revised September 2024

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### POSITION FOCUS

Under the direction and supervision of the Principal/Director and the guidance of a teacher/Learning Coach, the Educational Assistant provides physical, social, emotional, behavioral and learning support to students/children identified with mild, moderate and/or severe needs in a variety of settings within the school environment

### POSITION EXPECTATIONS

#### General Employee Expectations

1. Provide a high standard of professional performance.
2. Serve as a positive role model and team member.
3. Adhere to confidentiality and ethical guidelines.
4. Engage in ongoing professional learning to enhance and broaden their knowledge, skills and abilities.
5. Recognize they are employed in a position of trust and have a responsibility to act accordingly.

#### Student Support

1. Provide flexible support to students/children according to their changing needs.
2. Assist the teacher in designing and implementing individualized or group programs to meet the varied needs of identified students/children, while supporting other students/children, whenever possible.
3. Facilitate and encourage independence in all areas of student/child development.
4. Maintain data collection to support student/child learning.
5. Demonstrate understanding of the diversity of student/child learning strengths and needs.
6. May be required to support the diverse physical and/or medical needs of students/children. Including, but not limited to:
  - Supervision and supports with toileting routines
  - Supervision and supports with eating routines
  - Supervision and supports with daily medical needs (as recommended by physician)
  - Supervision and support with dressing
  - The ability to lift as determined by physical therapy
7. Assess and appropriately respond to the physical and emotional needs of students who demonstrate challenging behaviours. Including, but not limited to:
  - Calming and regulating students engaged in challenging behaviours (crying, yelling, etc.)
  - Supervision and supports for aggression towards others (hitting, biting, etc.)
  - Supervision and supports for self-injurious behaviours (hitting, biting self, etc.)

- Supervision and supports for students engaged in destructive behaviours (throwing, breaking, etc.)
  - Supervision and supports for students engaged in unsafe behavior (running, limited awareness of surroundings)
8. Perform other related duties, as required.

### **School-Based Teamwork**

1. Under the direction of the classroom teacher/Learning Coach, communicate with all relevant team members to provide/receive pertinent information that may impact/enhance student/child progress; review goals and assist the team with the development of new goals.
2. Demonstrates the flexibility, organization and high energy required to fulfill the role of an Educational Assistant.

### **Professional Responsibilities**

1. Support a positive learning environment for all students/children.
2. Support the safety of the students/children in the school and the community.
3. Demonstrate continuous learning in the areas of learning support, inclusive of the use of appropriate educational technologies and positive behavior supports for students/children.
4. Display collaborative skills, including cooperation, shared decision making and open communication.

### **QUALIFICATIONS**

#### **Educational Assistant - Grid Level I**

- High School Diploma
- Related experience and the ability to work effectively with students and staff in a variety of learning needs is preferred.

#### **Educational Assistant (Certified) – Grid Level II**

- Educational Assistant Certificate or Diploma, a related equivalent postsecondary diploma program, or
- High School Diploma and a minimum of one (1) year post-secondary course study; or
- The successful completion of a minimum of 300 hours of professional development relevant to the employee's current job description; Alternatively,
- Five (5) years of full-time employment with the board will be recognized as meeting this requirement; or a blend of post-secondary coursework and relevant professional development that meets or exceeds the requirements will also be considered.
- Related experience and the ability to work effectively with students and staff in a variety of learning needs is preferred.