



Grande Prairie ^{and District} Catholic Schools

Job Description

EDUCATIONAL ASSISTANT / PCEA

Date Created	June 2018
Date Amended	

Reports To

School Principal or Designate

Summary

The Educational Assistant will work under the supervision of a certified teacher who retains the responsibility for planning, instruction, supervision and evaluation of the students. The Educational Assistant is responsible to the Principal through the Classroom Teacher and Classroom Support Teacher. This job description is intended to outline common role elements of all Educational Assistants. Other specific tasks or a change of emphasis in roles may be required to support specific needs of specific students the Educational Assistant may be supporting.

Qualifications

Formal Education

- High School Diploma or equivalent
- Educational Assistant certificate or diploma preferred
- First Aid Certificate is preferred. Opportunities to acquire certification will be supported by the District throughout the year

Experience

- Experience working with children with special needs in an organized setting is preferred
- Other combinations of applicable education, training, and experience, which provide the knowledge, abilities, and skills necessary to perform the position may be considered

Competencies

- Knowledge of child development
- Able to establish rapport with students who present with physical, emotional and learning disabilities
- Knowledge of basic subjects taught in District schools

- Effective interpersonal and communication skills
- Knowledge of behavior management and positive reinforcement
- Knowledge of classroom procedures and appropriate conduct
- Able to tutor individual and small groups of regular and special education students in academic subjects, physical education, basic living skills and other assigned instructional areas
- Able to provide support and assistance to a teacher in implementing Individual Program Plan objectives for individual students
- Able to provide medically related assistance to students with special physical needs
- Able to utilize behavior management techniques according to established guidelines
- Able to maintain confidentiality and honor the right to privacy for all students and their families during and outside the school day
- Able to communicate effectively with students, staff and parents as necessary and where supported by the supervising teacher

Duties and Responsibilities

Support for Instructional Program

- Assist students in following programs, strategies and materials identified/developed and introduced by the teacher
- Assist the Teacher(s) in the preparation of instructional material to support the needs of specific students
- Provide feedback to the supervisory Teacher on his/her observations of students
- Assist the teacher in long range and daily class planning
- Assist with large group activities
- Work with small groups or individual students
- Assist and encourage students in independent study
- Alert teacher to students' special needs
- Assist with field trips
- Prepare and set out lesson supplies and equipment
- Clean and store materials and equipment after use
- Prepare audio visual materials
- Mark objective lists and routine exercises
- Communicate using a variety of methods with teacher as required to facilitate delivery of student programming

Behaviour Management Support

- Assist in promoting the students' emotional growth, well-being, and independence
- Encourage the development of student dignity and self-esteem
- Facilitate positive interactions among all students
- Help motivate students and encourage student participation

- Assist in the implementation of behaviour management plans as developed by the teacher and/or school team
- Meet with the school planning team when relevant to student needs

Personal Care

Assistance should only be provided when the student cannot perform these activities independently. Independence and self-management are to be promoted and accepted.

- Assist students with feeding, toileting and personal hygiene
- Assist students to move about during the school day including lifting and positioning students, exercising and supporting as outlined in the Individualized Program Plan (IPP) or physiotherapy/occupational therapy plan, embarking and disembarking from transporting vehicles, and accompanying students to community-based educational programs when necessary
- Supervise students to ensure a safe environment
- Assist students in dressing and undressing as needed

Pre-Kindergarten / Kindergarten Program

- If assigned to a pre-kindergarten or kindergarten room (i.e. PUF), work under the direction of the Instructor or Teacher delivering the programs on an individual basis as well as serving as a general Educational Assistant to all students

Other

- Other duties as assigned

Work Conditions

- Walking, sitting or standing for extended periods of time
- Restraining students who become physically aggressive using Non-Violent Crisis Intervention strategies. Opportunities for training will be supported by the District
- Pushing, pulling, lifting and carrying supplies and equipment
- Assist with lifting and/or moving
- Assist students in aquatic programs at designated facilities (All aquatics programs take place in a pool under the supervision of lifeguards)
- Must have good health in order to manage health-care needs of students
- Given the physical nature of some students with special needs, appropriate clothing for the position may be a requirement

Health and Safety

- Each employee is required to become familiar with and adhere to Administrative Procedure 129 – Occupational Health & Safety, and AP130 – Safe & Healthy School Environment.
- Each employee is to ensure that they are following safe work methods and relevant regulations.

Acknowledgement and Agreement

The above description reflects the general details considered necessary to describe the principle functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job. Employees may perform other related duties and tasks as required to meet the needs of the operation.

I acknowledge that I have received and reviewed this job description.

Name: _____

Signature: _____

Date: _____

Witness: _____