



Roles and Responsibilities

EDUCATIONAL ASSISTANT

November 2022

Purpose

Educational Assistants (EAs) assist teachers with many instructional and non-instructional tasks in the classroom and with other school activities. EAs work as members of the school and student support team, in order to provide students with an optimal learning environment in which to achieve their highest potential. This work is most rewarding for those who enjoy working with people (especially physically, emotionally and behaviorally challenged children), having clear rules and guidelines for their work, and finding innovative ways to handle situations.

Scope

At the discretion of the Principal, the EA reports to the Principal, Student Support Teacher (SST) and/or classroom teachers. EAs may:

- Work under the supervision of one teacher or several teachers
- Work independently with students or in the classroom with the teacher
- Work with a particular student or a group of students within the class or in a specialized program
- Provide programming assistance, under the direction of a teacher, to students with academic, physical, social and/or behavioral needs.
- Perform clerical tasks in the classroom or school
- Provide personal care to students

Responsibilities

The Principal, SST and/or classroom teachers will determine the specific duties of the Education Assistant. These duties vary from year to year and from time to time depending on the identified needs of the students and/or school. In general, these duties will include, but are not limited to, the following:

1. Instructional Support
 - 1.1. Provide assistance in curriculum areas/one on one or small groups as directed by teacher
 - 1.2. Help with executive functioning, organizing notebooks, timetables, agenda, lockers and/or desk space
 - 1.3. Scribe notes and exams, scribe and read exams for students as required, or assist students in developing skills to access and utilize these supports
 - 1.4. Assist with the modifications and adaptations for individual students as directed by the classroom teacher
 - 1.5. Assist in the implementation of IPP goals and usage of adaptive devices
 - 1.6. Assist students with computer access
 - 1.7. Provide support to students utilizing various educational software, including virtual instructional support

- 1.8. Provide assistance to communicate with peers and adults in the school (ASL, assistive technology devices, etc)
2. Behavior
 - 2.1. Observe, chart and monitor individual student progress and behavior, under the direction of the teacher
 - 2.2. Assist the teacher in maintaining a safe and secure environment for both students and staff through the application of de-escalation strategies and non-violent physical intervention techniques
 - 2.3. Provide behavioral management assistance for students, as necessary, by implementing predetermined non-aversive disciplinary methods and non-violent crisis intervention techniques to diffuse escalating negative behavior patterns.
 - 2.4. Deal with student behavior and assist with classroom discipline, under the direction of the teacher
3. Student Assistance and Personal Care
 - 3.1. Assist student with personal care and hygiene, which may include food preparation, dressing, grooming, toileting and diapering as necessary
 - 3.2. Feeding assistance (can include spoon or tube feeding), lifting and handling of medically fragile students
 - 3.3. Catheterization
 - 3.4. Respiratory therapy interventions, physiotherapy interventions and other medically related tasks
 - 3.5. Administer medication as directed
 - 3.6. Administer first aid as required
 - 3.7. Assist in exercising, implementing adaptive physical education, range of motion programs, fine and gross motor skills development and life skills management
 - 3.8. Operate specialized equipment to support instruction for students with physical care needs (eg. wheelchairs, mechanical lifts, walkers, FM and/or communications systems and hearing aid equipment)
 - 3.9. Lifting and carrying students into and out of specialized equipment (e.g. gym equipment, sensory equipment, walkers, wheelchairs, toilets, commodes) to carry out program requirements as well as personal hygiene care.
4. Specialized Services
 - 4.1. Liaises with specialized services members (eg. Speech Pathologist, Occupational Therapist, Physiotherapist, Assistive or Low Incident Team) and provides programming under the direction of the teacher
 - 4.2. Updates progress on a routine basis for Individual Program Planning purposes
5. Communication and Reporting
 - 5.1. As requested by the teacher, communicate observations regarding health and behaviors to the teacher in logs, charts and data sheets as appropriate
 - 5.2. Maintain accurate medication data sheets, record medical situations
 - 5.3. Participate in team conferences when requested by the teacher

- 5.4. Assist with maintaining a home-school communication book under the direction of the teacher
6. Assist Teacher/Classroom Preparation
 - 6.1. Organize classroom displays, photocopy material, laminate and prepare snacks as directed by the teacher
 - 6.2. Prepare modified materials for students under the direction of the teacher
 - 6.3. Ensure equipment and facilities are kept in a clean, safe and orderly manner
 - 6.4. Assist in marking, testing and filing of student work under the direction of the teacher
 - 6.5. Prepare, set up and dismantle displays, centers, information and work areas
7. Supervise Students
 - 7.1. Supervise and assist students in preparing for special activities
 - 7.2. Supervise in playground, classrooms and hallways
 - 7.3. Supervise small groups on field trips
 - 7.4. Assist students boarding and disembarking from busses
8. Community Living and Vocational Skills
 - 8.1. Transport, or assist with the transportation of students to job placement, assist with the provision of job training
 - 8.2. Assist students to be integrated into the regular classroom
 - 8.3. Facilitate the development of social skills
 - 8.4. Assist students in recreation activities (crafts, preparing meals, etc)
 - 8.5. Transport individuals, or assist with the transportation of small groups to community outings such as banking or shopping
9. Student Personal Development
 - 9.1. Encourage students to develop independent skills in working, thinking and communicating
 - 9.2. Assist in building the self-esteem and self-confidence of students
 - 9.3. Encourage students to participate in classroom activities, recess play, etc. to build social skills
 - 9.4. Provide and encourage routine and repetitive personal care to students

Education and Experience

1. High School diploma or equivalent
2. Educational Assistant certification
3. First Aid certificate is an asset
4. Courses related to working with students with special needs OR that are specifically related to the above mentioned duties

Knowledge, Skills, and Attitudes

- Good oral and written communication skills
- Good interpersonal skills

- Sense of humor
- Good health and physical fitness
- The ability to take direction and work independently
- flexibility , patience, sensitivity, tolerance, enthusiasm, creativity and imagination
- Self control
- Culturally aware and sensitive
- Dependable and self motivated
- The ability to deal with the emotional and mental stress of working with children who are active and demanding
- Decision making skills
- Work independently with minimal supervision
- Problem solving skills
- Computer literacy
- Understanding various technology, software, computer and office equipment
- Desire to participate in ongoing professional development

Working With Others

1. Some of the usual contacts that Educational Assistants will have in this position are
 - 1.1. Employees in the same school as there will be an exchange of everyday information and may require explanation and interpretation of that information
 - 1.2. Employees in other schools will exchange factual and everyday information
 - 1.3. Daily communication with students
 - 1.4. As directed by the teacher, communicate observations regarding health, behaviors and academics to the teacher (as gathered in logs, charts and data sheets).
2. Work is generally performed under frequent or close supervision, but may require working independently from time to time. Specific directions and instructions are provided during work time.

Physical Demands

1. The Educational Assistant position is physically demanding and requires a significant amount of time standing, squatting, kneeling, sitting or walking in the school. The assistant is expected to participate in student activities and must regularly lift or carry materials. The educational assistant may be required to lift items up to 22 kilograms (50 lbs). Sometimes heavier lifting may be required to help children move in and out of wheelchairs, on and off of changing tables, etc. EA's may also use mechanical lifts for students and operate related equipment on an occasional basis. Educational Assistants require sufficient vision and hearing to perform related job duties.
2. Some of the unpleasant aspects of the work environment are:
 - 2.1. contact with infectious diseases
 - 2.2. noise level
 - 2.3. dealing with uncooperative, difficult and demanding students

Working Conditions

Educational Assistants work indoors except when supervising students outdoors or participating on field trips. EA's may experience cold and inclement weather.

Educational Assistants will work according to the school calendar and are considered ten month employees, meaning they are not paid during the summer months.

The scheduled hours to be worked will be determined by each specific position.

Additional information

Educational Assistants must agree to respect the confidentiality and personal integrity of students, parents, teachers and other staff. They must meet standards of ethical conduct in relation to students, parents and colleagues. Educational Assistants are aware of and follow division, provincial and federal codes, policies and regulations.