

2.0. Human Resources

2.B. Position Descriptions

EDUCATIONAL ASSISTANT

Policy Reference: EL-1.2

Under the supervision of the classroom teacher/resource teacher, the educational assistant shall assist the classroom teacher/resource teacher achieve outcomes of the student(s) with special needs by performing duties designated by the classroom teacher/resource teacher. Must have strong interpersonal and organizational skills with particular respect for confidentiality regarding students.

RESPONSIBILITIES and DUTIES

1.0 Assistant Duties

- 1.1 Part of a team which includes classroom teacher, students, parents/guardians, resource teachers and administration and may include the divisional or provincial team (e.g. SLP/Psych/OT/PT/SSA)
- 1.2 Contribute as a member to team pertaining to specific students if asked
- 1.3 Support the strategies that the classroom teacher/team is using in working with students
- 1.4 Communicate student progress or problem areas to the classroom teacher/appropriate professional
- 1.5 Carry out the specific assignments established for students which will be given to you by the classroom teacher, resource teacher, special education teacher, clinician and/or administration
- 1.6 Help individual and/or groups of students with tasks planned and assigned by the teacher/support team
- 1.7 Assist with the creation of materials used by students with special needs
- 1.8 Assist with established record keeping procedures as outlined by the appropriate professional
- 1.9 Assist with supervision of individual or group activities in or out of classrooms
- 1.10 Develop the required technology skills (e.g. boardmaker, writing with symbols, etc.) that may be required to assist students with special needs
- 1.11 Provide supervision during the lunch period and during the noon recess as directed by the school administrator
- 1.12 May provide supervision for those students with special needs requiring 1:1 supervision. NOTE: in these circumstances, the EA will be provided with a “break period” prior to or following the regular break.

2.0 Provide assistance for students/special needs students

- 2.1 Assist with dressing, feeding, etc
- 2.2 Assist with use of washroom facilities

- 2.3 Assist with mobility, e.g. to and from bus, during recess, noon mealtime, community visits
- 2.4 Assist with interpretation, e.g. sign language, hearing impaired, etc
- 2.5 Provide instruction (e.g. academic, crafts, life skills, PT/OT therapy, speech and language therapy) with teacher/resource teacher developed program and after teacher(s)/clinician(s) have instructed assistant in duties/tasks
- 2.6 Conduct specific procedures, i.e. tube feeding, catheterization, etc. once training and supervision has been established by qualified professionals