



EDUCATIONAL ASSISTANT
PRAIRIE ROSE SCHOOL DIVISION

APPROVED: December 1, 2014

Position: Educational Assistant

Reports to: Principal

Policy: The Educational Assistant will support the work of professional staff, such as teachers and clinicians. Their day-to-day activities are directed by the principal, teacher, or other professionals under whose supervision they work, and can be as varied as the teachers and students they support.

Student Support Team refers to: Parent, student, classroom teacher, administration, resource teacher, clinicians, and other agencies who may be involved with the programming needs and supports for the student.

Duties and Responsibilities:

STUDENT SUPPORT:

Instructional/Programming

- Engage, motivate and encourage student participation in activities that promote learning as established by the Student Support Team, in and out of the classroom setting
- Support student learning by providing explanations, skill demonstrations and practice to reinforce lessons as directed by the classroom teacher or through the IEP/LAP as developed by the Student Support Team
- Model appropriate classroom behaviour following classroom teacher guidelines
- Operate, maintain and supervise student use of specialized devices, equipment and technologies, follow safety requirements
- Use equipment to the proficiency level required for current work assignments
- Perform health-care-related duties as outlined in a student's individual health care plan (IHCP)
- Learn new techniques and strategies for helping children learn

Social/Behavioural

- Establish positive and respectful relationships with students and assist students in resolving interpersonal conflicts; facilitate student independence by reinforcing

strategies developed by the student support team; apply strategies to build student self-confidence and promote student independence

- Support students to prepare for and successfully complete transitions throughout the school day
- Observe and record student performance/behaviour objectively and report it to the teacher and/or the resource teacher
- Assist with supervision in school and community settings

TEAM SUPPORT:

- Work collaboratively and cooperatively to support student programming, as directed by the Student Support Team, with students in or outside of a classroom situation and follow any plan as developed by the team
- Maintain confidentiality with respect to all student, school and program information
- Demonstrate good interpersonal skills with students, staff and community
- Keep up to date on and adhere to school, school division and provincial policies
- Engage in specific training or study activities. This training is arranged by the school or school division as required i.e. WEVAS, first aid
- Flexible in duties as assigned

EDUCATION AND EXPERIENCE:

- Grade 12 or equivalent combination of education and experience
- Demonstrated ability to maintain confidential information
- Demonstrated ability to work well with children
- Demonstrated ability to have good interpersonal skills with staff and community
- Ability to take direction and to work cooperatively with other adults
- Demonstrated skill in following an individual learning plan
- Ability to maintain daily records of activities and observations
- Ability to work with minimal supervision