



<b>FRONTIER SCHOOL DIVISION POSITION DESCRIPTION</b>
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<b>JOB TITLE</b>	Educational Assistant (EA)
<b>CLASSIFICATION</b>	
<b>DEPARTMENT</b>	
<b>LOCATION</b>	School Based
<b>REPORTS TO</b>	Principal
<b>STAFF SUPERVISED</b>	n/a
<b>PROBATIONARY PERIOD</b>	Three months
<b>EFFECTIVE DATE</b>	

**POSITION SUMMARY**

The Educational Assistant, as part of a student’s support team, provides direct instructional support to students with special needs, under the direction of the Classroom Teacher, Resource Teacher, Special Services Consultant, Clinician, and/or the Principal. The Classroom Teacher is ultimately responsible for the education of all students in the class and the Educational Assistant serves to support student learning.

**QUALIFICATIONS**

Education

- Salary is based upon education.

Experience

- Experience acceptable to the Division.

Knowledge, Skills and Abilities

- Thorough knowledge of applicable school, Divisional and provincial policies and practices.
- Excellent verbal and written communication skills.
- Ability to treat students in a respectful, responsible and fair manner with due consideration to the student’s physical, social and psychological development.
- Ability to follow direction and work effectively in an educational setting.
- Ability to participate as a school team member under the guidance and direction of the teacher and/or team.
- Ability to work independently and collaboratively with others in a participative environment.
- Ability to maintain confidentiality with respect to all matters pertaining to students, staff and families in all verbal and written communication.
- Ability to adapt to the diverse situations that arise in educational environments.

## **DUTIES AND RESPONSIBILITIES**

- Interacts with students in a respectful and appropriate manner to establish positive relationships that foster learning and on-task behaviour.
- Encourages student independence, and work to build student self-confidence and self-esteem.
- Supports students in developmentally appropriate ways.
- Supervises students to ensure a safe educational environment.
- Supports learning and skill development activities in all appropriate educational settings.
- Facilitates student learning individually and/or in small groups.
- Serves all students without bias or favouritism while encouraging independence and pro-social behaviour.
- Observes, collects data and documents students' strengths, achievements, and needs as directed.
- Maintains accurate and up to date records as per school/division requirements.
- Attends program planning meetings to assist in development student specific plans (IEPs, IAPs, BIPs, transitional and others).
- Implements, required specialized services (Occupational Therapy, Physiotherapy, Speech and Language, Personal Health Plan and others).
- Implements techniques and strategies appropriate to the student's plan.
- Reviews and reinforces learning activities using techniques and learning strategies developed by the teacher/team to help student's master concepts and skills.
- Meets regularly with the classroom teacher for the purpose of sharing information, updating programs and monitoring student progress.
- Participates in school duties such as hallway, lunchroom and playground.
- Speaks and behaves in a professional manner with students, staff and parents.
- Provides a positive role model.
- Keeps current on applicable school and Divisional policies and practices.
- Engages in on-going professional learning opportunities to enrich knowledge and skills that contribute to student learning.

Performs other related duties as assigned.

## **CONTACTS**

Students  
Classroom Teacher  
Resource Teacher  
Principal  
Special Services Consultant

## **WORKING CONDITIONS**

General school environment

This position works the school year, less 10 days as prescribed by the Minister of Education.

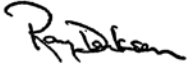


## PHYSICAL AND VISUAL REQUIREMENTS

Physically capable of performing assigned duties, which may include lifting, toileting, feeding, and attending to other medical/physical needs of the student.

## EQUIPMENT USED

General office equipment  
Personal computer and software programs  
Adaptive and assistive technology

## APPROVED

	April 4, 2012
Signature, Chief Superintendent	Date
	April 4, 2012
Signature, Secretary-Treasurer	Date
	April 4, 2012
Signature, Human Resources Coordinator	Date