



P.O. BOX 89 ILE-A-LA CROSSE, SASKATCHEWAN S0M 1C0 PHONE (306) 833-2141 FAX (306) 833-2104

EDUCATIONAL ASSISTANT

JOB DESCRIPTION AND QUALIFICATIONS

Position Summary:

The purpose of an educational assistant is to enhance the quality of instruction for those individuals and/or groups of individuals who need additional teaching and program support within the classroom and the school environment. An educational assistant is required to assist students in consultation with their homeroom teacher, the principal, and the Resource Teacher.

Objectives:

1. To increase learning opportunities for students.
2. To ensure support for students requiring assistance within the school community.
3. To provide targeted skill development opportunities to students.
4. To identify individual and/or group needs and prioritize target groups under teacher direction.
5. To provide input into educational plans and resources.
6. To assist with the development, monitoring and evaluation of programs and services to identified students.

Reporting Responsibilities:

The immediate supervisor of Educational Assistants is the Principal of the school. Indirectly, Educational Assistants report to the homeroom teacher and at times, the Resource Teacher. This position does not involve the supervision of other staff.

Duties:

The following list of duties may be altered or changed to maintain efficiency in programming at the discretion of the Supervisor.

1. Under the direct supervision of the teacher, deliver programs to individual and/or small groups of students as assigned.
2. Assist in the daily planning and carry out daily plans in conjunction with the classroom teachers, principal and Resource Teacher.

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3. Help carry out goals and objectives for each student.
4. Participate in workshops to upgrade skills.
5. Supervision of students in the classroom, at play, in rest areas, during recreational activities and outdoor trips.
6. Based on the needs of the individual student, provide assistance with dressing, eating, toileting, exercise, transportation and other personal care and mobility needs.
7. Assist in developing a positive, caring and supportive culture and climate in the school.
8. Communicate effectively with staff, students and parents.
9. Follow guidelines and policies as adopted and directed by administration, the Board of Education and government agencies and legislation.
10. Other duties as necessary and assigned by administration.

Requirements and Skills:

The qualifications, knowledge and education must be acceptable to the Ile a la Crosse School Division No 112. Requirements to maintain employment must be presented and acceptable to the Board of Education.

Requirement – Education and Training

1. Grade 12 or equivalent academic standing from a recognized educational institution.
2. Certificate or equivalent post-secondary education, and credit received for special education or training as an educational assistant is an asset.
3. Training and experience from prior employment, a certificate or letter of reference from an accredited facility is an asset.
4. A valid driver's license may be required.
5. A current Criminal Record Check complete with a Vulnerable Sector Search.

Requirement – Policy, located on the website, www.icsd112.ca, Division Policies and Procedures

Skills

1. Good health, self-motivated and energetic.
2. Ability to work with students in a patient manner.
3. Ability to work in a cooperative manner with staff to ensure the appropriate flow of information and decision making.
4. Ability to take direction.
5. Develops professional relationships in support of the programs and students.
6. Ability to prioritize work in order of importance and time frames.
7. Ability to maintain confidentiality regarding student, individuals, school matters and within the program.

8. Possess a positive attitude.
9. Good written and oral communication skills.
10. Knowledge of, or the desire to acquire, the teaching techniques of an Educational Assistant.
11. Ability to use computers.

Working Conditions:

1. Travel may be required (student related transportation).
2. Deal with unpredictable and difficult student behaviors.
3. Standing, sitting, reading, typing, writing and verbal communication.