

# RICHMOND

SCHOOL DISTRICT NO. 38

## JOB DESCRIPTION

**Job Title:** EDUCATIONAL ASSISTANT

**Date:** October 29, 2008

**Former Job Title:** Classroom Assistant III (Special Needs)

### STATEMENT OF JOB PURPOSE

This position provides educational and functional support to students in and out of the classroom. The incumbent participates in the planning and implementation of the educational, emotional, social and physical programs of students and facilitates and encourages the District's philosophy of inclusion of students with special needs. This position is under the supervision of the School Administrator and duties are performed in close cooperation with the Teacher(s).

### MAJOR DUTIES AND RESPONSIBILITIES

(This is not an exhaustive list of the duties to be performed.)

- Assists the Teacher(s) in planning and implementing the Individual Educational Program of students with special needs by adapting, modifying and reinforcing instructional strategies and curriculum.
- Assists the classroom teacher in developing and implementing social skills and behaviour management and/or intervention strategies including monitoring and documenting student behaviour.
- Assists students in developing functional social and life skills, including work and recreational experiences.
- Provides personal care assistance as required, such as toileting, feeding, diapering, personal grooming and dressing, personal hygiene, transfers and lifting.
- Implements student's specific Health Care Plan as directed and trained by health care professionals, such as administering medication, catheterization, gastro-tube or other complex feeding and monitoring seizure activity.
- Implements educational support programs designed by professionals, such as Speech Language Pathologists, Physiotherapists, Occupational Therapists and Audiologists.
- Observes, monitors and documents student progress and reports to Teachers through communication methods, such as, daily journals, log books, written and verbal reports, and meetings.
- Assists in the preparation and cleanup of classroom activities as assigned.
- Maintains current knowledge of specific emergency procedures and equipment for identified students. Ensures required equipment accompanies students in all school activities and reports suspected defects or maintenance requirements to School Administrator.

- Uses a variety of specialized equipment such as adaptive technology, augmentative communication materials, computer programs, wheel chairs, lift and transfer equipment and mobility aides.
- Works with individuals and small groups or monitors the classroom as assigned when teacher is briefly absent or unavailable, but does not assume whole class instructional responsibilities.
- Escorts students with special needs on school outings as required.
- Assists students with special needs in arrival and departure procedures as required.
- Participates in physical education activities such as gym class, swimming lessons and other recreational activities as required.
- Creates and implements augmentative and assistive communication programs.
- Performs other job related duties of comparable importance, difficulty and responsibility as required.

#### **REQUIRED QUALIFICATIONS (*Knowledge, abilities and skills*)**

- Grade 12 plus a certificate in a Special Education Teaching Assistant training program from a recognized institution including a work experience or practicum training component or equivalent.
- Ability to work effectively with a full range of students, including students with special needs, utilizing specific skills and training.
- Ability to provide intellectual, behaviour and functional support at K-12 levels.
- The ability to use patience, tolerance and understanding in developing and maintaining a rapport with students and in resolving problems or conflicts that may arise.
- Strong communication skills, including the ability to work collaboratively with teachers, administrators and outside agencies.
- Ability to organize workload, work under periodic pressure and complete assignments with minimal supervision.
- Ability to perform physical activities, such as, lifting, transferring and assisting students in a variety of activities and providing personal care as necessary.
- Ability to operate standard office and school equipment.