**JOB DESCRIPTION**

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| **Job Title:**  Educational Assistant – Special Education | **Department:**  Student Services |
| **Reports To:**  Principal/Vice Principal | **Division:**  CUPE |
| **Date of last review:**  February 21, 2017 | **Revised by:**  KS |

**SUMMARY**

As a team member and under the supervision and guidance of the Principal and direction of the Teacher, the Educational Assistant - Special Education works cooperatively with teachers and other Special Education staff in providing instructional support, physical needs support, facilitating communication, implementing plans, and fostering educational and social skills of any students with special needs as assigned by the Principal. The Educational Assistant -, Special Education will also perform the following duties as defined by the Principal in communication with the teaching staff: contribute to the total care and well-being of the student(s); implement all strategies as directed by the teacher(s) responsible for programming; preparation of program support materials for supported students; assist in supervision and assist in maintaining discipline.

**QUALIFICATIONS**

* High School Diploma plus Community College (Behaviour Science Technology and/or Developmental Service Worker Diploma and/or Child Youth Worker Diploma and/or Social Service Worker Diploma) and/or equivalent work related experience.
* Two to three years of previous experience working with children/adolescents with learning or developmental disabilities in a formal environment
* Excellent verbal skills;
* Excellent interpersonal skills;
* Capable of working in various settings;
* An understanding of school responsibility for learner progress;
* Ability to function within an interdisciplinary team and take direction;
* Proven ability to deal with confidential information in a discreet manner;
* Knowledge of relevant Special Education resource tools;
* Willingness to accept technical training as required;
* Experience in alternative communication an asset;
* Experience in basic computer skills is an asset.

**KEY DUTIES & RESPONSIBILITIES**

1. Assists the Teacher with the implementation of activities and programmes:

* Utilizes materials and activities to reflect the ability of the student;
* Reviews, adapts, repeats or scribes instructional material with student and/or in small groups;
* Observes and monitors students while implementing activities and programmes in the areas of leisure, recreational, self-care skills, communication skills, motor functioning, sensory awareness, etc.;
* Supports speech/language according to program goals;
* Organizes and maintains resource material;
* Prepares, sets up centres and materials as needed;
* Assists in operating learning resource material and audio-visual equipment;
* Provides encouragement, motivation, and support;
* Promotes interaction between the student, their peers and the environment.

2. Contributes to the care and well-being of the student:

* Relates to each student with warmth and acceptance;
* Directs, supervises and assists the student(s) with personal care needs such as dressing, feeding, toileting (including diapering, catheterization and similar functions) and personal hygiene with a goal of student independence;
* Provides assistance and safety to the student in daily routines, recreational activities and life skills, as required;
* May assist in the administration and recording of medications as directed by the Physician, Principal or designate;
* May assist in the inspections of contagious problems (such as pediculosis, skin, etc.);
* May assist in the administration of first aid as needed (such as bandage, ice pack, fluids, etc.);
* Assists students in prescribed physical/occupational therapy programs;
* Facilitates integration of student into classroom, school and community environments;
* Communicates regularly with the teacher regarding the students’ wellbeing.

3. Assists the Teachers with various administrative and clerical duties associated with the programme:

* Performs filing duties (such as students’ work, books);
* Duplicates and compiles materials relevant to the supported student(s);
* Assists with students’ computer/augmentative communication needs;
* Completes tracking sheets/notes on observations of students.

4.Assists in maintaining discipline and supervision of students as directed by the Principal/Teacher:

* Assists student(s) outside of class time (such as field trips, bus times, arrival/dismissal times, yard/recess, time-outs, lunch);
* Follows behaviour/safety and medical care plans for individual students as specified by teachers.
* Employ appropriate behavior management strategies (BMS) and support student co-regulation and self-regulation.

5. Maintains regular and effective communication with the Teacher(s), to ensure effective functioning of the programme:

* Shares observations with teacher to facilitate the ongoing evaluation and appropriate change in students’ programmes;
* Provides regular and discreet feedback to teachers within the program goals and issues related to student success and wellbeing.

1. Maintains a clean, safe and healthy environment:

* Performs clean-up of student work area;
* Respects medical/allergy/sensory needs of students as required;
* Focus constantly on the safety of student(s);
* Facilitates implementation of behaviour and safety plans as a member of the school response team.

1. Performs other work-related duties as required

**CORE COMPETENCIES**

***Communication***

Shares and receives information and ideas in a variety of ways and adapts to the needs of the audience to ensure the message is understood.

***Innovation***

Creates, develops and implements new processes or services with the aim of improving the learning community for all.

***Interpersonal Relations***

Displays characteristics and personal attributes that enhance communication and interactions. Establishes and maintains harmonious professional relationships by demonstrating respect and sensitivity to all.

***Leadership***

Motivates groups of people, while maximizing the efforts of others to achieve a common goal.

***Planning and Organization***

Plans, organizes and coordinates time, resources and tools to meet established goals.

***Professional Integrity***

Models strong ethical or moral principles and follows them at all times, regardless of who is present.

***System Thinking***

Sees, acknowledges and contributes to the shared mission and vision of the Board. Approaches all work done within ALCDSB as being part of a larger system that is inter-related with strategic plans. Understands that work done in one part of ALCDSB impacts a variety of groups inside and outside of the Board.

**PHYSICAL DEMANDS or ADDITIONAL REQUIREMENTS**

Physical ability to be able to perform the work including possible lifting of children up to 25 kg. (or 55 lb.);

**ORGANIZATIONAL RELATIONSHIP**

Work Assignments Received From:

* Principals/Vice Principal
* Classroom Teacher
* Special Education Resource Teacher
* Special Assignment Teacher for Special Education Staff

Positions Supervised:

None

**ACKNOWLEDGEMENT/ACCEPTANCE**

By signing this document, I acknowledge that I have read, understand and accept the requirements, essential functions and duties outlined in this job description.

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| **Employee Signature** |  | **Date** |