



EDUCATIONAL ASSISTANT

Position Profile: Educational Assistants are utilized for the purpose of providing assistance to teachers in meeting the diverse learning needs of students.

Directly Reports To: Principal, Student Support Teacher & Classroom Teacher

In-Directly Reports: Superintendent of Student Services & Student Services Co-ordinator

Duties & Responsibilities

- The Educational Assistant is an active team member who provides a supporting role by performing the following duties.
 - The primary goal for Educational Assistants is to promote student independence and student empowerment, and to prevent student “learned helplessness.”
 - Work collaboratively as part of a student’s team to meet the diverse needs of students. It is the role of the classroom teacher to initiate original concept instruction, prepare lessons, evaluate, discipline and report students’ progress to parents.
 - Participates as a team member in developing a student’s Inclusion and Intervention Plan (IIP) and in monitoring the IIP goals.
 - Provides assistance to students who have mobility needs and/or require personal care.
 - Maintains strict confidentiality of all information pertaining to the child, classroom and the school.
 - Writes and keeps anecdotal school records as requested by the teacher.
 - Assists the supervising teacher with the classroom program of all students in the classroom.
 - Assists in general discipline of students through modelling, redirection and direct skills instruction; however, the ultimate discipline and consultation with parents is the responsibility of the supervising teacher.
 - Assists teachers in the supervision of students with intensive needs in various learning environments including the classroom, playground, recreational areas, field trips, and other school excursions.
 - Participates in division directed in-service and/or school level conferences as required.
 - Performs other duties assigned from time to time by the principal or designate.
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Education & Qualifications

- Minimum Grade 12 diploma or equivalent.
- A diploma or certificate in a related post-secondary program is required for all permanent employees, however, not mandatory upon commencement of employment. In accordance with *Administrative Procedure 400 – Staff Recruitment and Selection*, if a new permanent

employee has not completed the appropriate training, he or she will be required to enroll in the Educational Assistant Certificate Course at Saskatchewan Polytechnic, Assiniboine Community College, or another Board approved post-secondary course within six (6) months of his/her permanent status.

Competencies, Skills and Abilities

- **Quality & Organization of Work**

An Educational Assistant must demonstrate his or her ability to pay attention to detail and ensure work is consistently completed and accurate within expected timeframes.

- **Adaptability & Flexibility**

An Educational Assistant must adapt to and work effectively within a variety of situations, and with various individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue and adapting one's approach as the requirements of a situation change. Duties will be assigned by the administration, student support teacher and/or classroom teacher with the intent to meet the learning needs of the students within the school.

- **Communication**

An Educational Assistant reports directly to the school administration, student support teacher and classroom teacher. An Educational Assistant must communicate effectively to school administration, staff, and division office personnel. Direct communication between the home and Educational Assistant is to be discouraged.

- **Job Knowledge**

An Educational Assistant must complete his or her support duties within an inclusive setting whereby students' learning needs drive the level of specialization required. An Educational Assistant will be a contributing member of a full-service team which consists of school based, division based and out of division professionals.

- **Cooperation & Teamwork**

This position involves working collaboratively with, and under the direction of, the school administration and with other school personnel on a daily basis. Educational Assistants must have the ability to work as a team player and work independently with minimal supervision.

- **Attitude**

An Educational Assistant must display a positive attitude toward others, their work, school and the division.

- **Confidentiality**

At no time should Educational Assistants discuss in public information pertaining to employees, students or the operation of the division. Educational Assistants are expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act*.

Legal Reference: Section 85, 87, 108, 109, 175, 231 Education Act