

SCHOOL DISTRICT #42
Maple Ridge - Pitt Meadows
JOB DESCRIPTION

JOB TITLE: Education Assistant

DATE: November 2008

REVISED DATE: December 2013

PAY GRADE:

LOCATION: District Wide

SUMMARY: The Education Assistant as part of a School or District Based Team provides support to the classroom teacher(s) in creating inclusive schools and classrooms. As part of the Behaviour Team, the Education Assistant assists classroom teachers in the implementation of individual education plans and positive behaviour support plans to assist severely behaviourally challenged students to achieve specific goals. The Education Assistant role will vary according to school needs as determined by the Principal/Vice-Principal in collaboration with the School Based/Support Team.

DUTIES:

Provides personal care (Level I or II as defined by the Ministry of Health) and administers to students with health problems.

Level I skills are transferable from student to student and require judgment and decision making. Level I activities are: normal oral hygiene and cleanliness of hands and face; dressing; toileting; diapering; assisting with walking; assisting in the operation of a wheelchair; assisting with oral feeding; assisting with transfers (e.g. chair to commode or toilet, floor to chair); positioning of student; and assisting student who is experiencing symptoms of common maladies (e.g. vomiting, coughing, diarrhea).

Level II skills are child-specific and procedures are based on a pre-established routine and plan for which the Education Assistant is trained and monitored by the appropriate health care professional. Level II activities are: assisting with ambulation, manual lifting, transferring and positioning when specific skills are required; passive and active remedial exercise program; application of orthotics (such as splints, braces) and prosthetics; oral feeding when precautions are required, such as against choking; emptying, changing and cleaning urinary drainage bags; chest care and postural drainage, administration of respiratory aerosols; emptying an ostomy bag and changing an established appliance; condom application for urinary drainage; bladder catheterization using clean technique; monitoring student self-catheterizing; management of frequent and severe seizures; administration of oral and topical medication when a student has other level II requirements; monitoring preset medication pumps; gastronomy care, feeding and/or administration of medications; nasogastric tube care, feeding and/or administration of medication; instillation of eye drops; administration of preset oxygen; changing ambulatory-dialysis bags; digital rectal stimulation; application of hot/cold packs; and application of therapeutic dressings.

As part of the District Behaviour Team, assists in designing and implementing individual education plans and positive behaviour support plans. Ensures reinforcement of desired behaviours, maintains boundaries, and applies consequences for inappropriate behaviours as per the positive behaviour support plan. Utilizes non-violent crisis intervention strategies as required to ensure adherence to school rules and regulations. Acts as a role model demonstrating self-talk strategies, anger management and social skills. Acts as an advocate for positive behaviour and best practice around social/emotional learning.

1. Supervises students on a one-to-one or small group basis in the reinforcement of academic, behaviour, life and social skills.
2. Assists students to develop long term study skills, appropriate behaviours, good work habits and positive attitudes towards learning. Takes notes where needed for the student.

3. Supports students in the development of life and social skills on and off school sites.
4. Assists students with fine motor skills, gross motor and sensory regulation activities and strategies.
5. Guides students through speech and language programs.
6. Assists in the development and implementation of augmentative communication systems.
7. Uses basic sign language or cued language communication systems and other aids for hearing impaired students.
8. Supervises assigned students during unstructured time such as recess/nutrition break and noon hour. Assists teachers with supervision of assigned students during bus transportation and field trips.
9. Prepares, modifies, duplicates, distributes, marks and files instructional materials for assigned students including monitoring test situations under the direction of a teacher.
10. Assists student with computer skills.
11. Assists in classroom observations and anecdotal record keeping.
12. Drives secondary students to and from work experience assignments. Monitors work experience assignments.
12. Attends IEP, department, staff, District Behaviour Team, professional development, or accreditation meetings as required.
13. Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this position.

REQUIRED KNOWLEDGE, ABILITY AND SKILLS:

1. Successful completion of Grade 12 plus the Special Education Teaching Assistant program or equivalent plus successful experience working with individuals with special needs.
2. Knowledge of behaviour management, conflict resolution and restraining techniques plus a variety of learning strategies and the ability to assist in modifying curriculum to suit individual student's needs.
3. May be required to have basic signing at a level appropriate to the Hearing Impaired student.
4. Ability to function and communicate effectively as a member of a team in the support of complex programs requiring a high degree of courtesy, discretion and maintenance of confidentiality with a wide variety of school personnel, students and parents.
5. Flexibility, patience, stamina, emotional stability and maturity to assist students with a variety of challenges to develop to their maximum potential.
6. Sufficient physical strength, health and coordination to perform the duties and responsibilities of the job.
7. May be required to have a valid B.C. driver's license.

JOINT COMMITTEE MEMBER'S SIGNATURES:

	
	