



SCHOOL DISTRICT #8 (KOOTENAY LAKE)

JOB DESCRIPTION

Status: APPROVED
Date: February 2002
Reviewed: May 9, 2014
June 10, 2016

Job Title

Education Assistant

Job Summary:

An employee who under the direction and instructional supervision of the teacher and/or Special Education teacher or Principal is assigned to the school based team to provides assistance in the delivery of regular or alternate programs of study with an individual or group of students, to assist teachers and other professionals to carry out their work with identified student(s). If the student(s) Education Assistant is assigned to work which requires an IEP, the Education Assistant will be expected to work as a member of the IE Planning Team.

Job Requirements:

1. College of the Rockies SPEDA course; Selkirk College Classroom and Community Worker Program and/or equivalent College Program recognized by other School Districts in the Province, or minimum of one (1) year college level training in the Human Services filed with a focus on training in behavior management, students with special needs. Successful completion of current Autism Training course.
2. Gives close continuous supervision on an individual basis within the following categories:
 - Physically dependent with multiple needs (i.e. The student requires assistance at all times for feeding dressing toileting mobility personal hygiene and monitoring blood sugar.)
 - Intensive behavior intervention (i.e. The student consistently/persistently demonstrates extremely disruptive, antisocial behavior and/or demonstrates profound withdrawal or internalizing behaviors which may be of danger to self and/or others.)
3. Provides care to designated students' medical needs as directed by a health professional where the consequences for error are not life threatening, in accordance with Board Policy No. 310 and be required to sign Request for Medication Form attached thereto. Training will be provided.

Approved: June 21, 2016
On behalf of CUPE Local 748:

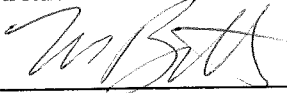
Education Assistant
On behalf of School District No. 8 (Kootenay Lake):

4. Assists with the implementation of behavior modification techniques/conflict resolutions strategies, problem solving models and assists with general classroom management. Works with non-compliant students in a non-confrontational manner. Training in non-violent crisis intervention will be provided.
5. Adapts and/or modifies classroom and curriculum materials to meet student and/or group specific needs as directed.
6. Assists with assessment of student's progress by compiling information regarding behavior and recoding individual progress, i.e. Journals, observation sheets as required.
7. Communicates appropriately with other staff members, students and parents as directed.
8. Be part of a collaborative team, maintaining a professional attitude and confidentiality in working relationships with all school personnel, students, parents and the public. Attends Individual Education Plan (IEP) and consultative meetings with teachers and other district staff.
9. Works as part of school based planning team as required – see Independent Learning Services Education Assistant Handbook, Collective Agreement and student safety plan.
10. Uses a wide range of equipment including adaptive technology, augmentative communication devices, computer systems and software.
11. Be flexible and work with minimal supervision.
12. Child-related team requirements and special skills needed will be identified for special assignments. Any special skills required will be outlined on the specific Job Duties portion of the Job Description.
13. May be required to have a valid B.C. (Class 5) Driver's License.
14. Must have understanding and knowledge of safe work practices.
15. Perform other job related duties as may be assigned.

Job Conditions:

1. Work may be physically, emotionally and mentally demanding, depending on the assignment.

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