

Christ the Teacher Catholic Schools

ROLE DESCRIPTION

SECTION:	400 – PERSONNEL & EMPLOYEE RELATIONS	CODE:	AP 480.06
POSITION:	EDUCATIONAL ASSISTANT		

1. **Immediate Supervisor:** Principal

2. **Primary Function**

Educational assistants may be utilized for the purpose of providing assistance to teachers in meeting the diverse learning needs of students.

The primary goal for educational assistants is to promote student independence and student empowerment and to prevent student “learned helplessness”.

The educational assistant performs a variety of paraprofessional instructional duties assisting a teacher in the instruction of students with diverse academic, behavioural, and/or physical needs. Instruction and/or service may be separate from the teacher, requiring skill and supervision within the framework of an IIP or program procedure; however the direction of the educational program remains the responsibility of the classroom teacher. Duties may also require assisting students with physical or learning disabilities on the playground, in school activities, and with personal care.

It is the role of the classroom teacher to initiate original concept instruction, prepare lessons, evaluate, discipline, and report student progress to parents.

3. **Minimum Qualifications**

- 3.1 High school diploma or equivalent.
- 3.2 A post-secondary certificate in a related course, such as Educational Assistant Course, Early Childhood Education, or a Special Care Course will be beneficial, although not required.
- 3.3 As educational assistants may have varying levels of training and expertise, emphasis should be placed on personality and human relationships, the ability to organize and communicate with students, flexibility, and a willingness to learn.
- 3.4 The ability to assist students in instructing reading, writing, and mathematics, may be required.
- 3.5 Physical requirements may include lifting and/or moving students of larger size.

4. Knowledge, Skills and Abilities

- 4.1 Follows instructions willingly, able to meet deadlines, maintains organizational loyalty; is honest, punctual, and dependable.
- 4.2 The ability to work harmoniously with others and to communicate effectively with students, parents, and school personnel.
- 4.3 The ability to understand and follow oral and written instructions.
- 4.4 The ability to maintain confidentiality.

5. Performance Responsibilities

- 5.1 Instruct individuals or small groups of students as directed by the teacher or in accordance with an adopted program.
- 5.2 Support the creation of an environment that allows for students who require intensive supports to have an educational experience that allows them to achieve their specified learning goals in the most appropriate environment.
- 5.3 Assist the supervising teacher with the classroom program of all students in the classroom.
- 5.4 At all times, the priority in the assignment of educational assistants is working with students to meet their learning needs.
- 5.5 To provide assistance and service that promotes student progress, both academically and socially.
- 5.6 Monitor student work/progress as directed by the classroom teacher.
- 5.7 Provide for the identified physical needs of students such as: toileting, feeding, therapy, transporting, assisting in lifting or moving students who lack mobility, and other related needs.
- 5.8 Assist in monitoring classroom management, which may include the physical management, physical movement, lifting and carrying of students. The ultimate discipline and consultation with parents is the responsibility of the supervising teacher.
- 5.9 Assist teachers in the supervision of students in classrooms, playground, recreational areas, student support services classrooms, outdoor trips and other school excursions.
- 5.10 Communicate at meetings to administration, classroom teacher(s), and student support services teacher(s) the unique experiences of serving students who require intensive supports. Communication with parents and outside agencies shall occur under the direction of the school administration, classroom teacher(s), and/or student support services teacher(s).
- 5.11 Maintain strict confidentiality of all information pertaining to the child, classroom, and school.
- 5.12 Participate in in-service training programs.
- 5.13 Perform other related duties as may be assigned by the principal, student support services teacher, or classroom teacher.

6. Terms of Employment

Academic year.

7. Confidentiality

- 7.1 At no time should the Educational Assistant discuss in public information pertaining to employees, students or the operation of the school division. The Educational Assistant is 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.

Date Issued: November 21, 2007

Date Revised: November 23, 2010
October 16, 2012
January 3, 2014