

SIMCOE MUSKOKA CATHOLIC DISTRICT SCHOOL BOARD

JOB DESCRIPTION

Position Title: Educational Assistant
Reports to: School Principal

JOB SUMMARY:

The Educational Assistant, as a professional and integral member of the school team, is responsible for the provision of academic, physical and emotional support to students with exceptional needs within the school in order to encourage student independence and the development of unique talents of individual students.

KEY ACCOUNTABILITIES:

1. Direct service

- Deliver academic programs to students through instruction to individuals or groups of students in academic or/integrated classes by implementing special programs, behaviour management programs, physical exercises and stretches.
- Provide supervision to students, deal with behaviour problems by using a variety of skills that support students with exceptional needs in the classroom, school and/or cooperative employment setting.
- Deliver appropriate program for student(s) as outline in the Individual Education Plan (IEP) including the evaluation and monitoring of academic and behaviour management programs.
- Prepare/modify/adapt learning materials, programs and environment to meet the needs of individual or groups of students.
- Interact with, counsel and provide support to student(s) with special needs.
- In accordance with Board policies, understand and assist with physical needs of students such as allergies, medication, mobility, lifting, feeding, ensuring student safety, hygienic and personal care as required.

2. Planning and Coordination

- Participate in the implementation of instructional programs as a member of an interdisciplinary school team.
- Participate in group activities related to student progress by providing information, feedback and input for purposes of case conferences, team meetings and IPRC meetings.
- Provide regular, consistent communication to and with classroom teacher and other team resources as required related to student development, program needs, effects of special program implementation and strategies, identify and refer changes in student needs, concerns and issues using a variety of verbal and written communication tools.

- Maintain discretion and confidentiality of student information at all times.
- While maintaining reporting relationship with school Principal, work with Resource Teachers and other members of the school team to provide effective service delivery to students with special needs.

3. Documentation and Reporting

- Maintain data/records/forms related to implementation and tracking of programs, daily logs, records and related student information as required.
- Maintain equipment inventory including testing and monitoring of equipment needs such as FM systems, computer peripherals, wheel chairs, standing frames, lifts, adaptive communication devices.
- Report as required when equipment malfunctions or breaks.

4. Information and Expertise

- Keep up to date on current issues, specific problems, trends and types of methodologies focused on behavioural and social development of Special Needs children and related to the Educational Assistant, Education and Special Needs purview.
- Understand and work within relevant legislation including the Education Act, Health and Safety legislation, relevant Human Rights legislation with a focus on inclusion and support within the Board.

5. Back Up

- Perform other related activities such as undertaking other tasks related to this position, as required by the Principal
- In order to ensure prompt situational responses and interdisciplinary team co-operation provide support and assistance limited to a level which would not include assuming responsibility for duties outside the qualification requirements of the position.