



LETHBRIDGE SCHOOL DIVISION HUMAN RESOURCES

JOB DESCRIPTION

(Reviewed each year)

POSITION: EDUCATIONAL ASSISTANT	SCHOOL YEAR: (Reviewed each year)
NAME:	SCHOOL:

This is a generic job description the intent of which is to provide employees with a description of 95% of their job duties with room for modification as needed to suit individual position variances. Modifications to this job description must be within the parameters of the classification description (see Classification Manual for classification description). Job descriptions will be reviewed **each year** by the employee and the administrator.

DUTIES AND RESPONSIBILITIES: Under the direct supervision of a teacher or other professional staff, Educational Assistants work with individual students or small groups of students to provide targeted or individualized supports.

Supervision and Safety of Students:

- ☐ Ensures childrens' all students safety at all times.
- ☐ Support student self regulation, demonstrating ability to co-regulate.
- ☐ Supervise and engage with students in a variety of settings and locations in the school and school community, eg., classrooms, hallways, playground, pool, ice rinks etc.
- ☐ Creates an environment conducive to learning and appropriate for the maturity level and interests of students.
- ☐ Apply predetermined strategies, such as the behaviour support plan, crisis management plan, ISP or other documents related to the student's support to address behaviour issues. Behaviour issues may include, but are not limited to severe opposition, aggressive and/or threatening behaviours such as hitting, kickingm spitting, biting, scratching, and throwing of objects and the use of inappropriate and/or threatening language.
- ☐ Monitor and record behaviours and student progress as required and approved by the teacher.
- ☐ Reinforce and praise appropriate student behaviours.
- ☐ Encourage and support students in the completion of learning activites, as directed by the teacher.
- ☐ Encourage students with adherence to class and school expectations.

Professional Responsibilities:

- ☐ Participate in consultative team meetings as required.
- ☐ Work collaboratively with the teacher in supporting students, and communicate daily progress to the teacher who reports to the parents.
- ☐ Work collaboratively with other professionals who support student programming e.g., psychologist, SLP, Complex Communication Team, etc.
- ☐ Attend professional learning as it relates to your role, and as is required by Administration.
- ☐ Support the preparation of student materials that enhance programming e.g., WISE plans, visual schedules.
- ☐ Be familiar with student support plans to ensure recommended strategies are implemented and provide feedback on effectiveness of the strategies to the classroom teacher.
- ☐ Engage and interact with students and colleagues in a positive and professional manner.
- ☐ Maintains the confidentiality of information to include: student, staff personal and other information identified by the Division.
- ☐ Comply with all applicable Division policies, guidelines and practices, and legislative and regulatory requirements.
- ☐ Promotes an atmosphere of mutual respect and appreciation for individual differences, all staff, students, families, and community members, regardless of race, ethnicity, culture, gender, faith, nation, or spoken language, within the school division.
- ☐ Promotes a welcoming, caring, respectful, and safe work environment.

Skill Development:

- ☐ Assists students in the development of social skills e.g., to learn to share and cooperate with others.
- ☐ Encourage students in the development of self regulation, problem-solving skills, self-confidence, independence and self-reliance.
- ☐ Assists student(s) with speech and language development and support use of alternative communication methods (signing, Braille, computer-facilitated choice boards, PODD books, etc) as directed by the speech language pathologist or other learning team professionals.

Personal Care (may include exposure to bodily fluids, viruses and/or bacteria):

**Duties below are completed with proper training and the use of personal protective equipment (PPE) when necessary*

- ☐ Assist students with personal care needs which include, but are not limited to, tube feeding, toileting, mobility, and personal hygiene.
- ☐ Assit students with snacks, meals and feeding requirements.
- ☐ Support students medical needs as required; which may include, but not limited to, blood sugar monitoring and of prescription medication with teacher and or/administration direction.
- ☐ Where appropriate, monitor students for medical signs of distress and take appropriate action when necessary.
- ☐ Assist students in the use of special equipment as required.

Physical:

**Duties below are completed with proper training and the use of personal protective equipment (PPE) when necessary*

- ☐ Perform lift and transfer activities to assist in transporting, toileting and dressing (up to 40 lbs independently without equipment).
- ☐ Engage with students through a variety of techniques, such as stooping, kneeling, crouching, crawling, reaching, handling etc.
- ☐ Assist with physiotherapy/occupational therapy exercises e.g., massage, stretches, chest percussions.
- ☐ Be willing to complete training in the use of appropriate deflection techniques and crisis management interventions i.e., Supporting Individuals through Valued Attachments (SIVA).

Employee Safety/Health Management:

- ☐ Understand my role as an employee as it relates to Occupational Health and Safety and comply with all legal requirements for safety and health, as they pertain to the workplace.
- ☐ Completes all Occupational Health and Safety training modules as provided by the Division.
- ☐ Reports hazardous conditions, near-misses and accidents both inside and outside the Division to ensure the safety of safety of Division staff and community.
- ☐ Completes accurate and timely reporting of employee incident, accident and hazard reporting using Division-directed tools and procedures.

The preceding job description is a general outline of essential duties and responsibilities preformed by employees within this classification. The job description may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job. Please note if duties and responsibilities change, the job description will be reviewed and is subject to change.

Other duties specific to the position:

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SIGNATURES:

ADMINISTRATOR

EMPLOYEE

DATE:

DATE: