

SCHOOL DISTRICT NO. 5 (SOUTHEAST KOOTENAY)

JOB DESCRIPTION

JOB TITLE: EDUCATION ASSISTANT - SPECIALIZED

JOB SUMMARY: An employee hired to provide direct and indirect support to teachers in the implementation of education programs for students, who is responsible to an assigned supervisor.

QUALIFICATIONS REQUIRED:

1. Grade 12 or equivalent
2. Valid British Columbia Driver's License
3. Successful completion of a one year program (minimum of 10 months) or equivalent course work from a recognized course of study in special education.
4. Successful completion of current Popard Autism Training course.
5. Minimum of 180 hours of supervised practicum by an accredited institute in a school setting.
6. Post-Secondary specialized training specific to the position from an accredited institution.

MUST HAVE THE ABILITY TO:

1. Communicate effectively, orally and in writing.
2. Be able to assist teachers to adapt and modify academic programs of students.
3. Serve as a role model for students.
4. Maintain confidentiality.
5. Solve problems related to the position.
6. Work with disagreeable and/or hostile conditions from time to time.
7. Be flexible in the every changing educational needs of the students with whom they work.
8. Be self directed and work independently.
9. Perform the physical requirements of the job.

RESPONSIBILITIES AND DUTIES:

1. Provide specialized instructional support and reinforcement in educational development, therapeutic and behavioral areas.
2. Assist in the supervision of students in groups or individually.
3. Assist students with specialized communication, socialization, safety and leisure time activities within the assigned hours of work.
4. Provide first alert and appropriate action for accidents and other potentially serious and/or dangerous situations.
5. May assist teachers in marking student work.
6. Provide input and assist in the preparation of IEP's.
7. Participate in team meetings when required.
8. Provide assistance to students who experience physical difficulties.
9. May observe and record student educational performance.
10. May assist in the preparations of lesson materials appropriate to the student or group.
11. May be required to administer student medications.
12. Perform other job related duties.