

**SCHOOL DISTRICT No. 22 (Vernon)
JOB DESCRIPTION**

**Position: Education Assistant Level 1
Job No: 104**

POSITION SUMMARY: Under the supervision of the teacher/administrator, the incumbent will tutor students, modify and prepare specialized teaching materials, compile and update student records and monitor student behavior. Supervisory duties may also include noon hour and bus supervision as required.

POSITION DUTIES AND RESPONSIBILITIES:

- Provide student assistance including assisting the teacher by tutoring individual students or small groups, facilitate communication utilizing sign, Braille, etc., (if required) and prepare and modify specialized teaching materials.
- Maintain student records including assisting in development of strategies to achieve academic, behavioural and social goals.
- Monitor and record student progress.
- Student supervision including monitoring student behaviour to ensure safety of the student and preventing students from hurting others.
- Assist in minor first aid and complete required forms.
- Communicate with students, staff and others and provide information of a detailed or specialized nature.
- Encourage, secure cooperation and influence students to achieve social, academic and behavioural goals.

REQUIRED EDUCATION AND EXPERIENCE:

- Six months of relevant training which includes Okanagan College Education Assistant certificate, or equivalent education, (*e.g., similar to a 450 hour post-secondary EA program*) including practicum experience or training in dealing with resistant students and conflict resolution.
- Familiarity with current special education technology.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Proven ability to learn and successfully use new technology and to possess literacy, numeracy, and English skills.
- Proven ability to develop rapport with students and work in a team setting.
- Personal attributes required include strong interpersonal skills, initiative, flexibility and good communication skills.
- Ability to maintain confidentiality.

This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

Approved and authorized by the Secretary-Treasurer, or designate:

Signature: _____



Date: _____

May 12/2021

Revised April 2021