

**SCHOOL DISTRICT #22 (Vernon)
JOB DESCRIPTION**

Position: Education Assistant Level 1 (Intensive Behaviour)
Job No: 104C

POSITION SUMMARY: Under the supervision of the teacher/administrator, the incumbent will implement interventions and strategies with identified student(s) that follow a designed plan to address behaviour needs. The incumbent will be responsible for appropriate documentation and debriefing with the teacher/administrator. Supervisory duties may also include noon hour bus supervision and assisting with the delivery of the meals program.

POSITION DUTIES AND RESPONSIBILITIES:

- Student assistance including assisting the teacher by tutoring individual students or small groups and preparing and modifying specialized teaching materials.
- Maintaining student records including assisting in development of strategies to achieve academic, behavioural, and social goals.
- Monitoring and recording student progress.
- Student supervision including monitoring student behaviour to ensure safety of the student and preventing students from hurting others.
- Assisting in minor first aid and completing required forms. Communicating with students, staff and others and providing information of a detailed or specialized nature.
- Encourage, secure cooperation and influence the students to achieve social, academic and behavioural goals.

REQUIRED EDUCATION AND EXPERIENCE:

- Six (6) months relevant training which includes recent 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.
- Current CPI Certification - Non Violent Crisis Intervention, and Certificate in Conflict Coaching or Resolution or equivalent experience and/or training.
- Familiarity with current special education technology.
- Food Safe Certificate.

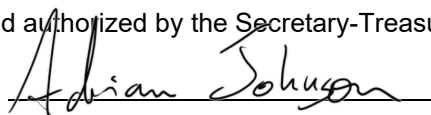
REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Specific skills implementing interventions specific to managing extreme behaviours.
- Proven ability to follow an extensive behaviour plan and IEP.
- Proven ability to learn and successfully use new technology and to possess literacy, numeracy and English skills, at the secondary level.
- Proven ability to develop rapport with students and work in a team setting.
- Personal attributes required include strong interpersonal skills, demonstrated initiative, flexibility and good communication skills.
- Good physical condition.
- Willingness to participate in regular training to develop skills and strategies.

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: October 15, 2025

Revised: October 2025