

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

**Position: Education Assistant Level 2
Job No: 104B**

POSITION SUMMARY: Under the supervision of the teacher(s)/administrators, the incumbent provides academic and behaviour support for identified student(s). This position will require personal care, including medical care, for identified students which may be physically demanding. This may involve the production of materials, implementation of strategies, and supervision as required. In addition, the incumbent will monitor student(s) needs, maintain appropriate records and provide input as part of a team. Supervisory duties may also include noon hour and bus supervision as required.

POSITION DUTIES AND RESPONSIBILITIES:

- Student assistance including assisting the teacher by tutoring individual students or small groups, facilitating communications utilizing sign, Braille, etc., if required and preparing and modifying specialized teaching materials.
- Personal care including feeding, positioning, toileting, grooming and assisting with mobility of students.
- 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 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.
- Possess and maintain Occupational First Aid Level 1 certification.

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, demonstrated initiative, flexibility, good communication skills.
- Personal care and lifting is required in this position.
- 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