

# EDUCATION ASSISTANT (SPECIAL EDUCATION)

**Division: 5 (Education Assistant)**

**Reports to: Principal**

## **Job Summary**

With minimal direction by a classroom teacher or administrator, the Education Assistant –Special Education provides assistance to teachers and special needs students. He/she works cooperatively with other employees, parents, students and public.

## **Duties and Responsibilities**

- Works with students on a one to one or small group basis to reinforce instruction by the teacher.
- Assists with student supervision and classroom management.
- Assists student with the development of personal independence and self-care, including feeding, dressing, toileting and mobility.
- Lifts or assists other staff with lifting and/or positioning students.
- Performs procedures as directed by a Health Care professional such as catheterization, tube feeding and seizure management.
- Administers student medication as directed by the Principal or Health Care professional.
- Administers First Aid to students.
- Assists with the occupational/physiotherapy program with direction by an occupational/physiotherapist.
- Encourages development of social and life skills by demonstration and positive reinforcement of acceptable behaviour.
- Confers with special education and classroom teachers and parents to determine student needs and progress.
- Cleans, disinfects and washes all therapy equipment, toys, appliances and cupboards.
- Assists with food purchase, preparation, and cleanup of kitchen.
- Assists with integration of students into regular classes.
- Assists with implementation and monitoring of behaviour management programs, including observation, record keeping and follow-up.
- Provides transportation to students for school related activities.