

EDUCATION ASSISTANT (ALTERNATE EDUCATION)

Division: 5 (Education Assistant)

Reports to: Principal

Job Summary

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

Duties and Responsibilities

- Works with students on a one to one or small group basis to reinforce instruction by the teacher.
- Provides guidance, encouragement and support to students in the development of their social skills and responsible behaviour.
- Assists with planning, implementing and monitoring behaviour management programs including observation, record keeping and follow-up.
- Assists with student supervision and classroom management.
- Organizes recreational programs including arranging transportation.
- Organizes and supervises programs such as foods, workshop, physical education and crafts.
- Adapts instructional materials to the specific needs of a student or students, such as simplifying instructions or student responses.
- Attends staff meetings to evaluate student progress and concerns.
- Provides support to the teacher when communicating with parents/guardians by providing information on student progress.
- Provides transportation for students for school-related activities.
- Administers First Aid to students.
- Assists with preparation and marking of instructional materials such as worksheets and tests.
- Assists with distribution and collection of materials and equipment for students.

Equipment Used

Photocopier, computer, cash register, audio and video equipment, hand tools, power tools, kiln and other classroom related equipment.