

# **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.

### **Required Knowledge, Ability, Skills**

- High school diploma or equivalent.
- One year's post secondary education related to behaviour management or equivalent.
- At least one year's experience working with special needs children.
- A valid B.C. Class 5 driver's licence.
- Basic knowledge of computer functions.
- A valid Safety Oriented First Aid Certificate.
- Ability to extend and model patience, care, tolerance and understanding.
- Ability to apply behaviour management strategies to a given situation.
- Ability to respond to violent behaviour.
- Ability to communicate effectively, both verbally and in writing.
- Ability to perform individually and as part of a team.
- Ability to use courtesy and tact when dealing with the public, parents, staff and students since contacts are a major element of the job requiring considerable communication and human relations skills for such purpose as influencing, persuading, motivating, or negotiating with others, and in dealing with highly sensitive issues.
- Ability to plan and schedule work and organize the workload effectively.

July 1, 1994

Teacher Assistant - CHANCE School

Revised: March 25, 2008

Education Assistant – CHANCE School

Revised: April 29, 2014

Education Assistant – Alternate Education