

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.

- Adapts instructional materials to the specific needs of a student or students, such as simplifying instructions or student responses.
- 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, audio and video equipment, power tools, sewing machine, laundry equipment, and other specialized and classroom related equipment.

Required Knowledge, Ability, Skills

- High school diploma and special education assistant certificate or equivalent.
- A valid Class 5 driver's license.
- Basic knowledge of computer functions.
- A valid Safety Oriented First Aid certificate.
- Knowledge of psychosocial issues of special needs students.
- Knowledge of health and safety procedures including Workplace Hazardous Materials Information System and Workers' Compensation Board regulations.
- Ability to extend and model patience, care, tolerance and understanding.
- Ability to apply behavior management strategies to a given situation.
- Ability to respond to violent behavior.
- Ability to communicate effectively, both verbally and in writing.
- Ability to perform individually and as part of a team.
- Ability to use tact, diplomacy and human relations skills for frequent contacts of a difficult, specialized or sensitive nature for such purposes as influencing, persuading or securing the co-operation of others when dealing with the public, parents, staff and students.