

A. JOB IDENTIFICATION:

TITLE: EDUCATIONAL ASSISTANT in a Specialized Setting
(eg. Care & Treatment Classroom, Partner's Program, Turning Points)

DEPARTMENT: SCHOOLS

IMMEDIATE SUPERVISOR: SCHOOL PRINCIPAL

B. JOB SUMMARY:

As part of a multidisciplinary team you will work closely with other professionals to encourage student's participation in the classroom to reach their individual therapeutic and academic goals. You will assist the teacher with educational programmes. You may be required to administer medication and therapy.

C. DUTIES AND RESPONSIBILITIES:

- Contribute to the development and implementation of behavioral and treatment plans/goals.
- Assist student(s), in developing social, life and learning skills.
- Supervise student(s) in classroom, schoolyard, in the school and on out of school activities as required.
- Assist in first aid procedures and secure further assistance where needed.
- Administer medication when required.
- Assist students to learn and complete assigned activities and programmes under the direction of the teacher.
- Assist in Crisis prevention/intervention.
- Duties as assigned by the teacher and principal, which are consistent with the above job summary.

D. Qualifications:

- Post-secondary education in one of the following fields of study: Early Childhood Education, Behavioral Science or Child and Youth Worker.
- Preference will be given to individuals with experience in a Therapeutic Setting or Care & Treatment classroom.
- Specialized training and experience in working with mental health concerns.
- Proven ability to deal effectively with elementary students with severe social/emotional and behavioral problems.
- Excellent communication skills and the ability to work closely as a member of a small specialized team.
- Specific skills, qualifications or experience may be required depending on the needs of the child.

Incumbent Signature

Supervisor Signature