

A. JOB IDENTIFICATION:

TITLE: EDUCATIONAL ASSISTANT (construction technology)

DEPARTMENT: SCHOOLS

IMMEDIATE SUPERVISOR: SCHOOL PRINCIPAL

B. JOB SUMMARY:

Encourage student's participation in classroom and school activities. Assist the teacher with educational programs, specifically in construction technology. May administer medication and therapy.

C. DUTIES AND RESPONSIBILITIES:

- Supervise and assist students with construction projects.
- Provide assistance and training with airpower or pneumatic power and hand tools.
- Provide training in shop safety and rules and safe practices in a shop environment.
- Assist student(s), in developing social, life and learning skills.
- Prepare, organize and maintain activity centers.
- 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.
- Perform catheterization as required.
- Prepare classroom material and supplies such as bulletin boards, duplication of material and plastification of material, etc... as required.
- Assist in the correction of class work.
- Order medical supplies when required.
- Operate equipment such as therapy and other specialized equipment, duplicating machine, photocopies, paper cutter, plastifier, computer, printer, overhead projector, tape recorder, record player, television, video cassette recorder, film and slide projector, and calculator.
- Assist students to learn and complete assigned activities and programs under the direction of the teacher.
- 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, Behavioural Science or Developmental Service Worker.
- One year work related experience with woodworking and construction.
- Knowledge of rules and safe practices for shop safety.
- Experience using power and hand tools and knowledge of tool maintenance.
- Knowledge of small engines and related maintenance.
- Fall arrest and WHMIS training.
- Excellent communication and interpersonal skills.

Incumbent Signature

Supervisor Signature