

A. JOB IDENTIFICATION:

TITLE: EDUCATIONAL ASSISTANT

DEPARTMENT: SCHOOLS

IMMEDIATE SUPERVISOR: SCHOOL PRINCIPAL

B. JOB SUMMARY:

Encourage student's participation in classroom and school activities. Assist the teacher with educational programmes. May administer medication and therapy.

C. DUTIES AND RESPONSIBILITIES:

- Supervise and assist students with clothing and in their arrival and departure.
- Perform duties for students such as feeding, lifting, positioning, toileting and diapering as required.
- Assist in physio and speech therapy, under the direction of a physio therapist and/or language and speech pathologist.
- Assist student(s), in developing social, life and learning skills.
- Prepare, organize and maintain activity centers and therapy equipment.
- 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 programmes 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.
- Ability to lift, re-position and toilet as required.
- Excellent communication and interpersonal skills.
- Specific skills, qualifications or experience may be required depending on the needs of the child.

Incumbent Signature

Supervisor Signature