

## School District No. 53 (Okanagan Similkameen) Job Description

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**JOB TITLE:** EDUCATION ASSISTANT

**JOB NUMBER:** 104

**RESPONSIBLE TO:** Principal or Designate

**JOB SUMMARY:** Under the supervision of the principal or designate, and the guidance of the classroom and special education teachers, the education assistant provides assistance to students.

### **ILLUSTRATIVE EXAMPLES OF JOB DUTIES AND RESPONSIBILITIES:**

1. participate in the implementation of adaptations and modifications as outlined in the Individual Education Plan (IEP);
2. assist students in the development of effective coping strategies in areas such as academics, social, emotional, and behavioural;
3. monitor student progress through the collection of objective data as requested;
4. provide personal care coverage to student(s);
5. supervise, promote and facilitate student involvement;
6. utilize technology to support student learning, such as SET-BC equipment and Kurzweil;
7. attend meetings and accompany students on field trips as requested;
8. keep current by participating in job-related training and staff development;
9. communicate positively and effectively, and interact as a collaborative and consultative team member;
10. understand and act in accordance with school and district policies and procedures, district Health & Safety Manual and WorkSafeBC regulations;
11. maintain confidentiality; and
12. other duties as assigned.

### **REQUIRED QUALIFICATIONS:**

1. grade 12 plus completion of approved certified education assistant program;
2. four months experience working with children in a structured program or school setting;
3. other education/experience as required for specific position;
4. demonstrated ability to perform personal and specialized care procedures;
5. demonstrated computer literacy skills including the ability to integrate the use of technology to support an effective learning environment;
6. demonstrated ability to work as part of a team;
7. effective communication skills in verbal, written and electronic format;
8. strong problem-solving and organizational skills; and
9. physical ability to perform all aspects of the position.