

School District No. 53 (Okanagan Similkameen)
Job Description

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

Rev November 23, 2017

Note: Clear criminal record checks are required prior to employment with the district.