

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

JOB TITLE: EDUCATION ASSISTANT PERSONAL CARE 1

JOB NUMBER: 104A

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 with special needs.

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 assistance to student(s) including lifting or unsavory conditions;
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.

Rev July 2, 2010

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