

JOB DESCRIPTION

Position: Education Assistant

Position Summary: Under the supervision of the Administrator/Teacher, tutor students, deliver specialized teaching materials, compile and update student records and monitor student behaviour.

POSITION DUTIES

RESPONSIBILITIES

- | | |
|------------------------|---|
| 1. Student Assistance | <ul style="list-style-type: none"> • assist teacher by tutoring individual students or small groups • facilitate communication utilizing sign, Braille, etc., if required. • deliver specialized teaching materials • participate, as required, in the development and monitoring of IEP implementation, and provide informal feedback to the case manager regarding student progress • carry out or supervise specific behavioural programs as directed |
| 2. Student Records | <ul style="list-style-type: none"> • assist in the development of strategies to achieve academic, behavioural and social goals • monitor and record students' progress |
| 3. Student Supervision | <ul style="list-style-type: none"> • monitor student behaviour to ensure safety of the student and prevent student from hurting others • assist in minor first aid and complete required forms • supervision duties as assigned |
| 4. Communication | <ul style="list-style-type: none"> • communicate with students, staff and others and provide information of a detailed or specialized nature. • encourage, secure cooperation and influence the students to achieve social, academic and behavioural goals • maintain confidentiality of information |

Other comparable or transient duties which are within the areas of knowledge and skills required by the job description may also be assigned.

Qualifications, Fitness and Ability

Completion of Grade 12 plus successful completion of Okanagan College Certified Education Assistant Program or other equivalent community college/university program.

Four months **recent successful** experience in working with children and/or adolescents in structured programs or school settings.

Demonstrated skill level to effectively assist students with grade appropriate curriculum material.

Demonstrated ability to communicate effectively, both orally and in writing with students, employees and the public.

Physical ability to perform all aspects of the job.

Such other education/experience that is required for specific jobs.