

JOB DESCRIPTION

Position: Education Assistant (Work Experience)

Position Summary: Under the supervision of the Administrator/Teacher, work directly with students and employers, agencies, and others in the community to arrange and schedule work-based learning activities for students.

POSITION DUTIES

RESPONSIBILITIES

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| 1. Student Assistance | <ul style="list-style-type: none"> • prepare students for work place learning using prepared curriculum materials • transport students to events and work experience placements • coach students in the work place to achieve the learning goals determined by the teacher • assist in preparation of specialized teaching materials |
| 2. Records | <ul style="list-style-type: none"> • monitor, record and report on student progress • maintain records and contact information for participating employers, organizations and agencies • assist the work experience teacher by distributing, receiving and maintaining records of student curriculum materials |
| 3. Student Supervision | <ul style="list-style-type: none"> • monitor student behaviour • assist in minor first aid and complete required forms |
| 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 • communicate with employers and organizations to secure and schedule work place learning opportunities and events • 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 plus Human Service Worker Certificate Program or other equivalent community college/university program.

Six months recent successful experience in working with students in job placement.

Typing 60 wpm.

Proven ability to operate a computer with word processing, database, spreadsheet and communication applications.

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

Excellent clerical skills.

Demonstrated organizational skills.