

JOB DESCRIPTION

Position: Education Assistant (Job Coach)

Position Summary: Under the supervision of the Administrator/Teacher, work directly with students who need support to participate in the work experience program. update student records and monitor student behaviour.

POSITION DUTIES

RESPONSIBILITIES

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| 1. Student Assistance | <ul style="list-style-type: none"> • job coach students individually on the job site • assist teacher by tutoring individual students or small groups • prepare and modify specialized teaching materials |
| 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 student progress |
| 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 • 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 students in job placements.

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

Demonstrated organizational skills.