

TITLE: Education Assistant - Behaviour / Out of School Care Program Coordinator
SECTION: As Appointed
REPORTS TO: Principal or Delegate

SUMMARY:

Under the general supervision of the Principal or Delegate, works as a Behaviour EA providing assistance in classrooms, resource room and to individual students as defined by the Ministry of Education as having a behaviour disability.

Works with the school leadership team to plan, organize, implement, promote, run and evaluate educational Out of School Care Program for before and after school care.

Works with a diverse group of children from kindergarten to grade 7 to provide a safe, nurturing and creative environment to play, learn and thrive with a well-rounded program that supports and stimulates their intellectual, physical, and emotional growth. Plans and implements activities and lessons that are age-appropriate, with the child's well-being in mind. Maintains clear communication with parents, teachers and the school principal and acts appropriately in case of an emergency.

Education Assistant – Behaviour (during school hours):

DUTIES:

- Assists the teacher with the supervision of students and in the delivery of special programs to designated students and classes as outlined by the Individual Education Programs.
- Monitors student behaviour and may be required to respond to students to avoid potential disruptive outbreaks
- Provides individual assistance to students with behavioural difficulties and assists those students in establishing and meeting goals.
- Confers with school-based team regarding Individual Education Programs.
- Assists classroom teacher in the gathering of resource materials and organizing charts and displays
- Operates a personal computer for educational purposes.
- Assists with personal care by assisting student with dressing, undressing, toileting, cleaning, washing and lifting into and out of wheelchairs and/or buses.
- Performs back-up duties to other Education Assistants within the school complex.
- May on occasion, be required to perform other job-related duties as assigned.

Out of School Care Program Coordinator – (before/after school):

DUTIES:

- Works under the supervision of school Principal in preparing and completing paperwork, reports, budgets and grants as required.
- Oversees the Out of School Care program, including registration, sign in/out procedures; fee collection, preparing deposits for the school; preparing and supervising snacks, attending to the physical safety of students during play activities and administers first aid
- Plan and prepare activities that are developmentally appropriate for the age of the children; this includes obtaining supplies as required.
- Working knowledge of age-appropriate activities and resources including the Early Learning Framework obtaining supplies as required

- Observe and support policy related to childcare programs, i.e.: Community Care and Assisted Living Act, Childcare Licensing Regulations, and school district childcare procedures.
- Provides opportunities for daily active outdoor play during before and/or afterschool care
- Communicate with the parents through daily drop-off and pick-up.
- Ability to follow and implement behavioural management plans and strategies.
- Meets regularly and works collaboratively with school district staff
- May on occasion, be required to perform other job-related duties as assigned.

QUALIFICATIONS:

Education - the applicant must be at least 19 years of age and have:

- Grade 12
- Successful completion of college recognized program of studies of greater than 1 academic year plus a practicum or work experience program related to child behaviour and development
- Current Occupational First Aid – Level One Certificate
- Current Food Safe Certificate
- Completed Responsible Adult Course (optional, but preferred)

Skills - the applicant must have:

- Basic computer skills
- A genuine interest in the growth, development, and provision of a safe, nurturing, and fun environment for the students they work with
- An appreciation of the confidential nature of all information relating to students, parents and teachers
- Well-developed interpersonal, conflict resolution, oral and written communication skills.
- Good organization, time and general management skills.
- Ability to problem solve and work independently

Experience - the applicant must have:

- Experience facilitating groups with children
- As per practicum or work experience program

Physically Fit - the applicant must be:

- Physically capable of performing the job duties which include engaging/playing with students without physical limitations (run, crouch, kneel, squat, etc.)

Other - the applicant must:

- Be able to adapt established methods and procedures, but exercise independent judgment as required.
- Show tact and courtesy in dealing with people in the course of his/her duties.
- Acknowledge the need for confidentiality with regard to information seen and/or heard in the course of his/her duties.

APPENDIX G

JOB EVALUATION
 COVERING
 SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)
 (EMPLOYER)
 AND
 CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 5101
 ADVICE OF RATING

EMPLOYEE NAME:	
JOB TITLE:	105 Out of School Care Program Coordinator/ Education Assistant - Behaviour
LOCATION:	Schools
EFFECTIVE DATE:	September 7, 2021

This is to advise that the rating for the job to which you have been appointed is as follows:

JOB RATING

Factor	Edu	Exp	Jud	A/D	Phy	Dex	Acc	Saf	Sup	Con	W/C
Degree	4	2	3	3	3	1	3	2	4	3	3
Points	52	28	39	30	15	6	30	18	24	21	21
Total Points	284										

RATING CLASSIFICATION: LEVEL	10
------------------------------	----