

Revised: October 18, 2018

Revised: March 7, 2018

Revised: April 15, 2014

TITLE: Education Assistant - Personal Care
SECTION: As Appointed
REPORTS TO: Principal or Delegate

SUMMARY:

Under the general supervision of the Principal or Delegate, provides personal, medical and physiological services and assists with the delivery of special programs to students classified by the Ministry of Education as Physically Handicapped, Multipli-Handicapped, Autistic, Moderately or Profoundly Mentally Handicapped, Dependent, Deaf or Blind.

DUTIES:

1. Assists the teacher in the delivery and supervision of special programs to designated students and classes as outlined by the Individual Education Programs.
2. Provides personal care to designated students including feeding, g-tube feeding, dressing, undressing, toileting, cleaning, washing, lifting into and out of wheelchairs and buses.
3. Provides medical care to designated students as directed by health professionals, including administering medication.
4. Monitors and records group or individual activities and progress with respect to health, behavioural and academic issues.
5. Performs medically-directed, individual physiotherapy exercise and treatment.
6. Attends to the physical safety of students during swimming, horseback riding, exercises or play activities.
7. Monitors student behaviour and may be required to remove or restrain to avoid potential disruptive outbreaks (possibly violent).
8. Confers with school-based team regarding Individual Education Programs.
9. Operates, services, adjusts and sanitizes specialized personal and medical care equipment.
10. Operates, adjusts and assists with specialized child-specific equipment.
11. Communicates with students using sign language, Braille or other specialized skills or equipment as required.

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12. Assists in the teaching function by conducting drills, reading or listening to reading and assisting reluctant learners.
13. Assists classroom teacher in the gathering of resource materials and organizing charts and displays.
14. Operates a personal computer for educational purposes.
15. Performs back-up duties to other Education Assistants within the school complex.
16. May, on occasion, be required to perform other job-related duties as assigned.

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QUALIFICATIONS:

Education - the applicant must have completed

- Grade 12
- Supplemented by successful completion of a college recognized program of studies (personal care focus) of greater than 1 academic year.

Skills - the applicant must have

- Understanding of basic behaviour management techniques
- Basic computer skills
- Proficiency in written and spoken English consistent with assignment.
- Current level of first aid (including CPR) appropriate to student or assignment.
- Sufficient swimming skills to assist with students in aquatics program consistent with assignment
- Basic sign language consistent with assignment
- Braille as required
- Interpretive sign language as required

Experience - the applicant must have

- Experience in a personal care focussed job for a period of greater than 3 months (such as Group Home, Seniors Home, Home Support, etc.)

Physically Fit - the applicant must be

- Physically capable of performing the job duties

Other - the applicant must

- Be able to follow established methods and procedures but exercise independent judgment when necessary
- 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

JOB EVALUATION

COVERING

SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)
 (EMPLOYER)

AND

CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 606

ADVICE OF RATING

EMPLOYEE NAME:	
JOB TITLE:	46 - Education Assistant - Personal Care
LOCATION:	Schools
EFFECTIVE DATE:	

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	5	3	2	3	3	2	2	3	2	2	4
Total Points	291										

RATING CLASSIFICATION: LEVEL	11
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