

TITLE: Education Assistant – Behavioural
SECTION: As Appointed
REPORTS TO: Principal or Delegate

SUMMARY:

Assists the classroom teacher and school-based team under the general supervision of the Principal or delegate and supports the inclusion of students with diverse learning needs by assisting with academic and/or social/emotional skill development in the learning environment.

DUTIES:

1. Under the direction of a classroom teacher or administrator, facilitates the inclusion of students with disabilities and diverse abilities by encouraging and supporting them to become independent learners and members of the classroom, school, and community.
2. Observes and documents learners' strengths, needs, and progress through daily learning activities as directed.
3. Reviews and reinforces learning activities guided by Individual Education Plans (IEPs) and learning strategies developed by the school-based team to help students master concepts and skills.
4. Gathers relevant information about the progress of individual learners to support IEP goals, and shares the information in consultative meetings with school-based teams as directed.
5. Supports students with learning communication skills and social/emotional strategies as outlined in the IEP or as needed on a daily basis.
6. Supports students' use of educational technology and/or various assistive communication modalities.
7. Under the direction of teachers, produces materials and implements strategies to support learners' individual needs.
8. Reinforces classroom expectations during brief absences of the teacher.

9. Follows a student's plan(s) in consultation with the teacher or administrator when a student is asked to leave the classroom to calm, self-regulate and re-engage a student with learning.
10. Supports learning and skill development through school activities, one-on-one or small groups, field trips, physical education activities and special events.
11. Assists student(s) with administering medication (excluding seizure and diabetes medication) following protocol specific to the student.
12. Performs assigned duties during fire/earthquake/lockdown drills and other emergent situations.
13. Assists students' learning in the areas of feeding, dressing, undressing, hygiene, toileting, washing, cleaning and guiding students with other physical requirements to support independence.
14. Remains current in school, district and provincial policies and procedures e.g. Provincial Physical Restraint and Seclusion Guidelines, non-violent crisis intervention.
15. Performs back-up duties to other Education Assistants within the school site as required.
16. Operates a personal computer for educational purposes.
17. May, on occasion, be required to perform other job-related duties as assigned.

QUALIFICATIONS:

Education – the applicant must have completed

- Grade 12
- Supplemented by successful completion of a college recognized program of studies (child and youth behaviour focus) of one (1) academic year; plus a practicum or work experience program related to child and youth behaviour, or equivalent training and education

Experience – the applicant must have

- Practicum or work experience program or equivalent

Skills – the applicant must have

- Able to support and implement Augmentative Communication and Assistive Technology skills
- Intermediate computer skills
- Proficiency in written and spoken English consistent with assignment

Physically Fit – the applicant must be

- Physically capable of performing the job duties in various environments both indoors and outdoors; able to work with students at their level, (including walking, squatting, kneeling, sitting on small chairs or on the floor, standing, crouching, stooping, etc)
- Able to lift up to 15 kgs (35 lbs) with ease

Other – the applicant must

- Communicate with and act towards students with respect and dignity always mindful of individual human rights
- Follow expected communication procedures consistent with the CUPE/BCTF Roles and Responsibilities booklet (available on SD79 website or online)
- Be able to apply established methods and procedures and adapt as required
- Show tact and courtesy in dealing with people in the course of their duties
- Respect the expectation for confidentiality with regard to information seen and/or heard in the course of their 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:	44 – Education Assistant - Behavioural
LOCATION:	Schools
EFFECTIVE DATE:	May 20, 2022

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	2	2	2	2	2	4
Total Points	268										

RATING CLASSIFICATION: LEVEL	9
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