

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

SUMMARY:

Under the general supervision of the Principal or Delegate, assists with the delivery of special programs in classrooms, resource rooms and to individual students defined by the Ministry of Education as Learning Disabled, Mildly Mentally Handicapped, Visually Impaired, Hearing Impaired, Speech Impaired, Gifted and those enrolled in the English as a Second Language Program.

DUTIES:

1. 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.
2. Assists in the teaching function by conducting drills, reading or listening to reading and assisting reluctant learners.
3. Monitors and records group or individual activities and progress with respect to academics, behavioural and health issues.
4. Confers with school-based team regarding Individual Education Programs.
5. Assists classroom teacher in the gathering of resource materials and organizing charts and displays.
6. Operates a personal computer for educational purposes.
7. Assists in providing personal care to designated student including dressing, undressing, toileting, cleaning, washing and lifting into and out of wheelchairs and buses.
8. Communicates with students using sign language, Braille or other specialized skills or equipment as required.
9. 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 youth oriented studies and/or academic training of up to 12 months.

Skills - the applicant must have

- Basic computer skills
- Understanding of basic behaviour management techniques
- Proficiency in written and spoken English 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 classroom setting for a period of greater than 3 months.

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:	43 - Education Assistant – Academic
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	4	3	2	2	3	1	2	2	2	2	1
Total Points	232										

RATING CLASSIFICATION: LEVEL	7
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