

PURPOSE OF THE JOB

All positions in the Kawartha Pine Ridge District School Board support the schools' priority of student achievement and the Board's mission to educate our students to excel in learning, to succeed in life and to enrich our communities.

The purpose of the Educational Assistant (EA) position is to provide instructional support in academic, social, physical, emotional and behavioural programs for students in a variety of learning situations. As well the Educational Assistant carries out personal care duties to meet the physical needs of students. As part of the student support team, the Educational Assistant promotes and maintains a safe, caring and restorative school environment.

MAIN RESPONSIBILITIES

Program Support

- Provides program support by assisting teachers with the delivery of academic and social/life skills programs for both individual and groups of students by implementing effective learning support strategies and using a variety of instructional support methods, techniques and learning aids: includes scribing, correcting, prompting, reading, keeping student on task, adapting language for re-delivery, reinforcing concepts, lessons and skills, providing information to teachers to assist in creation of student IEP, support students in the use of assistive technology, delivery of appropriate life skills and routine activities of daily living and the promotion of independence, self-advocacy and self-reliance.
- Guides, prepares and assists students completing work (co-op) placements, as required.

Personal Care

- Provides support and physical assistance to meet the established physical needs of students including toileting, diapering, changing clothes and/or teaching personal hygiene, toilet training, washroom routines, hand over hand feeding, food preparation, modified feeding tools, modeling and monitoring for choking as appropriate, physical transfer and positioning of student with or without equipment.
- Implementing general maintenance exercises prescribed by a registered physiotherapist or occupational therapist.
- Performs clean and intermittent catheterization, shallow and surface suctioning and provides assistance with Glucometer, Insulin Pump and other procedures related to diabetes, with training as required.

Behavioural Support

- Supports and assists teachers in the effective management of student behaviour by promoting the development of appropriate social, communication and behavioural skills and expectations for students, including utilizing the strategies of Non-Violent Crisis Intervention (NVCi).

Student Safety

- Assists teachers with supervision on class trips, in the classroom, washrooms and hallways, in the yard, at lunch, during examinations, receiving and delivering students to and from transportation, in academic groups and with individuals.
- Assists teachers with student safety issues including emergency evacuation, medical emergencies, mobility throughout the site, use of specialized equipment, organization and protection of student personal property and equipment.

Collaborative Team

- Communicates effectively with all members of the school community including assisting teachers with record keeping, such as documenting student progress, behaviours, medication administration and physical status, as well as assisting in completion of home journals, incident reports, and office referrals; regularly shares observations with school/Board personnel, approved agencies and student parent/legal guardian.
- Participates as a member of the school collaborative team, acting as a resource to other staff members and takes part in the discussion of students' progress, problems or needs while maintaining confidentiality.
- Performs other duties as may be assigned by the teacher and principal.