

EDUCATIONAL ASSISTANT #070

CUPE 2357 – Level 4(b)

CORE FUNCTION:

Under the direction of the Principal and the instructional supervision of the classroom teacher, the Educational Assistant provides support to special needs students' academic and social development; responds to the students' physical, emotional and hygienic needs; acts as a team member in the school (assisting the assigned student or contributing to the educational program as a whole); and performs other duties, as assigned by the supervisor.

Note: the special needs of students may include support to address academic and/or behaviour difficulties; social and/or medical problems; a physical handicap, blindness or deafness; or, in the case of a special education classroom(s), students may exhibit social adjustment or communication difficulties which require extra attention.

Because the needs of each student will differ, the duties of individual Educational Assistants may be different, however, the nature and intent of the position is such that responsibilities will be comparable.

MAIN DUTIES:

Provides support to the students' academic and social development:

- assists in the implementation/modification of instructional programs as outlined by the teacher
- assists in the formulation of goals and objectives
- prepares supplementary material to be used in programs
- motivates and helps student(s) to complete daily assignments, classroom work and examinations
- removes and isolates student(s) unable to function in classroom and supervises them
- maintains log of achievement and notes supplementary observations
- reinforces concepts/assignments previously taught
- acts as a resource and/or participates in parent/teacher interviews
- provides physical restraint, as necessary, and in accordance with the student's program and the Board's protocol
- utilizes positive reinforcement techniques, ex. token systems, stickers, rewards, etc.
- implements time out procedures