



**Our Motto**  
**Our**  
**Mission**  
**Our**

Students Come First  
Building Strong Foundations to Create Bright Futures  
Belonging, Diversity, Learning, Perseverance, and Responsibility  
Learning Without Limits...Achievement For All

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## **EDUCATIONAL ASSISTANT**    April 2024

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**Position Profile:** Educational Assistants are employed for the purpose of providing assistance to teachers and student services teams in meeting the diverse learning and adaptive living needs of students. The primary goal for Educational Assistants is to promote student independence and student empowerment.

**Directly Reports To:** Principal, Student Support Teacher & Classroom Teacher

**In-Directly Reports:** Superintendent of Learning & Student Services Consultant

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### **Duties & Responsibilities**

#### **Professionalism**

- Maintains strict confidentiality of all information pertaining to the child, classroom, and the school, and knows who to redirect inquiries to.
- Participates in division-directed professional development in-service and/or school level conferences and staff meetings as required and seeks professional development opportunities.
- Performs other duties assigned from time to time by the principal or designate.

#### **Supporting Students**

- Supports students who have mobility needs and/or require personal care. This may include toileting, feeding, positioning, lifting, and transferring of students. Additional physical requirements also include standing, squatting, and walking, throughout the school day.
- Support students in gaining independence and the ability to advocate for their needs.
- Assists in general classroom management of students through modelling, redirection, and direct skills instruction in alignment with Good Spirit School Division and Student Services approaches, supports, and responses; however, student discipline and consultation with parents is the responsibility of the classroom teacher and in-school administration.

#### **Assisting Teachers**

- Participates as a team member in developing a student's Inclusion and Intervention Plan (IIP) and in monitoring the IIP goals.
- Works collaboratively as part of a student's team to meet the diverse needs of students.
- Records and provides data collection as requested by the teacher or Student Support teacher which may include program planning tracking in online systems.
- Assists the classroom teacher, Student Support teacher, and/or Professional Service Provider with the classroom program of all students in the classroom.
- Assists teachers in the supervision of students with intensive needs in various learning environments including the classroom, playground, recreational areas, field trips, and other school excursions. This support is scheduled and may occur during recess or lunch hour.

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## Education & Qualifications

- Minimum Grade 12 diploma or equivalent.
  - Educational Assistants' salary is based on certification, in accordance with Administrative Procedure 400.
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## Competencies, Skills, and Abilities

- **Quality & Organization of Work**  
An Educational Assistant must demonstrate his or her ability to pay attention to detail and ensure work is consistently completed and accurate within expected timeframes.
- **Adaptability & Flexibility**  
An Educational Assistant must adapt to and work effectively within a variety of situations, and with various individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue and adapting one's approach as the requirements of a situation change. Duties will be assigned by the administration, student support teacher and/or classroom teacher with the intent to meet the learning needs of the students within the school.
- **Communication**  
An Educational Assistant reports directly to the school administration, student support teacher and classroom teacher. An Educational Assistant must communicate effectively with school administration, staff, and division office personnel. Direct communication between the home and Educational Assistant is to be discouraged.
- **Job Knowledge**  
An Educational Assistant must complete his or her support duties within an inclusive setting whereby students' learning needs drive the level of specialization required. An Educational Assistant will be a contributing member of a full-service team which consists of school based, division based and out of division professionals.
- **Cooperation & Teamwork**  
This position involves working collaboratively with, and under the direction of, the school administration and with other school personnel on a daily basis. Educational Assistants must have the ability to work as a team player and work independently with minimal supervision.
- **Attitude**  
An Educational Assistant must display a positive attitude toward others, their work, school and the division. An Educational Assistant supports and promotes a positive environment and approach.
- **Confidentiality**  
At no time should Educational Assistants discuss in public information pertaining to employees, students or the operation of the division. Educational Assistants are expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act*.

*Legal Reference: Section 85, 87, 108, 109, 175, 231 Education Act*