



Buffalo Trail Public Schools

Job Description

Title:	Educational Assistant
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Department:	School Based
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Contract Status:	CUPE
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Summary Role Description: Under direction of the teachers and other professionals, assists with identified students and/or groups by implementing individualized and/or group programs. Participates as a member of the school community, staff and the multidisciplinary team.

Qualifications:

1. High School Diploma
2. Demonstrates skills related to Special Needs
3. Other qualifications that the Board may find appropriate and acceptable.

Direct Supervisor:	School Principal or designate
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Responsibilities may include: (under the direction of the teacher)

- Implements educational instruction to identified student(s) including researching, preparing and collecting materials and supplies.
- Assists in appropriate student data collection, monitors, observes and reports to the classroom teacher and/or Inclusive Learning Teacher on student(s) progress and makes recommendations for further assistance.
- Collaboratively modifies classroom and curriculum materials to meet the student and/or group's specific needs.
- Assists students in the development of appropriate academic, social, behaviour and life skill goals. Encourages and supports all students in development of skills and interests to promote independence.
- Assists student(s) integrating and transitioning within the regular school system or into the work/community environment.
- Assists student(s) with specialized supports such as devices, equipment and/or approved service dogs as per [Administrative Procedure 205.1AP](#).
- Attends to student personal needs, assisting with feeding, hygiene, toileting and other personal care.
- Takes part in professional learning and specialized training as required and supported by the school or Central Services.

- Awareness of, and the ability to respond appropriately to the complex needs of all students.
- Supervises student(s) during instructional and non-instructional periods, such as in the classroom, gym, on field trips and/or on playgrounds.
- Works with multi-disciplinary team members to carry out prescribed exercises and programs.
- Acts as a liaison or advocate for all students.
- Engages in team meetings and parent meetings or provides input as-appropriate.
- Provides information to other staff with regard to specific student programs/information.
- Administers medication as per [Administrative Procedure 203.1 AP](#) (Administration of Medication/Medical Assistance to Students).
- Takes necessary precautions and follows [AHS \(School K - 12\)](#) & [OHS guidelines](#) when supporting students to protect staff and students.
- Performs other assigned comparable duties which are within the knowledge and skills required by the job description.

Evaluation Process: Performance of this job will be evaluated by the School Principal or designate in accordance with the provisions of the Board's policy on evaluation of personnel.

Employee Signature

Date

Principal or Designate

Date