

**Posting:** C2223/255                      **Description:** Education Assistant  
**Start Date:** 10-Apr-2023              **End Date:** 29-Jun-2023  
**Posting Date:** 10-Mar-2023           **Closing Date:** 02-Apr-2023 16:00

Location	Position	Assignment Type	Hours
<a href="#">Kelset Elementary</a>	Education Assistant	Temporary	25
<a href="#">Kelset Elementary</a>	Student Monitor	Temporary	2.5

**Current Shift:** 8:40am- 2:48pm Monday to Friday (includes 1/2 hour unpaid lunch). 10 months per year while regular classes are in session.

**Pay Rate:** \$25.85 (any continuing employee awarded a temporary position will receive the continuing rate of pay for the position)

This position is NOT entitled to collaboration time as outlined in the 2019-2022 Letter of Understanding - Support Staff Learning Improvement Fund.

**End Date:** June 29, 2023

**JOB DESCRIPTION**

**CLASSIFICATION**

School Support Worker

**POSITION**

Education Assistant - Learning Services

**SUMMARY**

Under direction of a teacher or School Administrator, provides support to students with social, emotional, physical and academic needs.

**DUTIES**

- Implements Individual Education Plans (IEPs) by assisting the team with planning, researching, adapting and collecting materials
- Provides direct educational classroom support to students in various classrooms
- Participates as a member of the School Based Team to plan for, implement and evaluate the social, emotional, physical and academic needs of students
- Collects student learning and behavioural data (eg. records, reports, plans, including functional assessment data)
- Assists students during dysregulation using non-violent crisis intervention strategies
- Monitor and supports students' behaviour during daily arrival, class changes, dismissal, in lunchroom and playground and on field trips and a variety of settings in the community
- Assists school and district staff in evaluating students for social, emotional, physical and academic progress
- Observes, monitors and documents health, behavioural and academic changes/progress of student(s), emotional, physical and academic needs
- Assists students in carrying out programs as set out by District Staff (e.g. Occupational Therapist, Physiotherapist, Speech and Language Pathologist and Psychologist)
- Uses computers and specialized equipment to provide support and instruction

- Provides augmentative and alternative communication (AAC) to students using specialized equipment and resources (e.g. computers, F.M., switches, communication boards, basic sign language, oral interpretive skills); troubleshoots and programs such equipment
- Provides information to appropriate staff regarding student specific program needs (e.g. safety, health, academic, emotional and social needs)
- Dispenses medications and carries out procedures as outlined in the health care plan or the Medication Administration Form
- Acts as an advocate for student(s) and assists with communication
- Advises supervisor of any unusual student comments or behaviour patterns
- Supports students in the development of self-esteem, personal skills, hobbies and interests
- Provides life skills training (e.g. hygiene, cooking, shopping, banking, working)
- Provides support with mobility, lifts and transfers, and personal care (e.g. toileting, menses, clothing, catheterization, oral and tube feeds, diapers)
- Assists with the behavior support of students (e.g. clarify expected behaviour, support self-regulation, develop social skills)
- Assists students during times of dysregulation using non-physical crisis intervention strategies
- Monitors student work and assists students with work completion.
- Monitors class/students when teacher is out of the room for short periods of time
- Transports and supports student(s) at community-based activities
- Organizes and monitors the safe arrival, departure and emergency evacuation and care of students by maintaining site, road and traffic safety procedures
- Provides preventative and emergency response care for students as outlined in the Health Care Plan (e.g. seizures, choking, other health problems)
- Compiles information and materials for meetings with parents and school/district staff and participates in same
- Follows District Policy and Procedures related to privacy and confidentiality

\* *Performs other assigned duties that are within the area of knowledge and skills required by the job description.*

### **QUALIFICATIONS**

- Grade 12
- Education Assistant and Community Support Worker Certificate, or equivalent
- One year related experience in a supervised work environment
- Specialized relevant skills (e.g. POPARD Intro to ASD, Behaviour Support, Non-Violent Intervention, Basic Sign Language)
- Level One First Aid and CPR Certificate
- Valid B.C. Class 5 Driver's License (where transportation of students is required)
- Working knowledge of computer software and hardware
- Demonstrated use of alternative communication strategies and effective behaviour intervention

\* *Or an equivalent combination of training and experience.*

### **DATE**

January 2022

March 2008

**TO APPLY:** Please indicate the posting number (found at top of page) you are interested in and email your resume and any supporting documents to [hr\\_cupe@saanichschools.ca](mailto:hr_cupe@saanichschools.ca).