



## SCHOOL DISTRICT NO. 10 (ARROW LAKES) JOB DESCRIPTION MANUAL

### CUPE – Education Assistant

Under the supervision of the principal or designate, and the guidance of teachers, the Education Assistant provides classroom support for students.

#### **Illustrative Examples of Job Duties and Responsibilities**

1. Provide classroom support in collaboration with teachers, the principal/ vice-principal and the school based team
2. Assist students in the development of effective academic and social, emotional and behavioural strategies.
3. Monitor student progress through the collection of objective data as requested.
4. Provide personal care coverage to students as required.
5. Utilize technology to support student learning.
6. Attend meetings and/or accompany students on field trips as requested.
7. Keep current by participating in job-related training and professional learning.
8. Communicate positively and effectively and participate as a collaborative and consultative team member.
9. Implement adaptations and modifications as outlined in Individual Education Plans (IEP).
10. Maintain confidentiality.
11. Act in accordance with school and district policies and procedures, district Health and Safety protocols and WorkSafeBC regulations.
12. Other related duties as assigned.

#### **Required Qualifications, Knowledge, and Skills**

1. Grade 12 plus Education Assistant certificate/ diploma; or at least one year of post-secondary courses in education and diverse learning needs; or a BC certified teacher.
2. At least four months recent and successful experience working with K-12 children in structured programs or school settings.
3. Specific course work related to diversity, behavioral intervention, literacy etc.
4. Ability to perform personal and specialized care procedures.
5. Demonstrated ability to work effectively with students and school personnel.
6. Demonstrated ability to work independently and as part of a team.
7. Strong problem-solving and organizational skills.
8. Demonstrated digital literacy skills including the ability to integrate the use of technology to support an effective learning environment.
9. Excellent interpersonal skills.
10. Effective communication skills in verbal, written and digital format.
11. Physical ability to perform all aspects of the position.