

LL 86135

M.A.N.T.E. STAFF JOB DESCRIPTIONS

POSITION: **EDUCATIONAL ASSISTANT C**

REPORTS TO: School Principal or Designate
Program/Classroom Teacher(s)

SUPERVISES: N/A

JOB SUMMARY: Provides assistance in the education, development and training of students particularly those experiencing significant learning, behavioural, social, and/or physical difficulties.

POTENTIAL EXPOSURE TO VIOLENCE:

Working in a school setting, especially working closely with students defined above, poses certain inherent risks. Therefore, a minimum of eight hours of training in NVCI is required every three years.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Transports students and travels to job site locations to assist students who are participating in off-site work experience projects or those taking part in community-based programming;
- May arrange for job experience projects with businesses;
- Assists students in learning basic life skills (i.e. using public transport, grocery shopping, street safety, feeding, preparing lunch);
- Assists challenged students in personal hygiene requirements (i.e. toilet training, grooming, brushing teeth, etc.);
- May use alternative communication techniques and specialized communication/adaptive equipment when working with non-verbal, visually impaired or hearing impaired students (i.e. Braille, picture communication, sign language);
- Assists with toileting including diapering and changing soiled clothing;

ADOPTED	REVIEWED	REVISED	PAGE
29/Aug/94		25/Sept/12	1 of 3
		17-07-12	

- Assists with feeding (including oral and nasal suctioning and tube feeding);
- Assists students in the case of seizures, catheterization and any appropriate health care routines required;
- May remove students from classroom and/or calm students who are displaying violent outbursts, and may physically restrain a student to avoid injury to self or others;
- Performs other related duties as assigned or as required including all duties of an Educational Assistant A as well as providing short-term coverage for and the occasional duties of higher or lower graded educational support positions.

QUALIFICATIONS:

- High school diploma with the ability to assist students academically plus additional course work in child education. Specialized training related to the student's specific challenges may be required, e.g. ABA, ASL, French;
- Educational Assistant certificate or related diploma or degree preferred; training in Non-Violent Crisis Intervention/WEVAS and First Aid/CPR required;
- 1-2 years related experience
- Ability to communicate both verbally and in writing with all levels of staff, students, and the public;
- Ability to handle highly confidential information;
- Ability to regularly and safely lift and manoeuvre a minimum of 25 kg; including the ability to safely restrain a student for extended periods of time;
- Ability to work effectively with students experiencing behavioural difficulties including the ability to perform all physical activities assigned indoors and out;

ADOPTED	REVIEWED	REVISED	PAGE
29/Aug/94		25/Sept/12	2 of 3
		17-07-12	

ST. JAMES-ASSINIBOIA SCHOOL DIVISION
Great Schools for Growing and Learning

JOB DESCRIPTION:
AP3-5

- May be required to have a valid Manitoba Driver's Licence and daily access to a vehicle;
- Equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
29/Aug/94		25/Sept/12	3 of 3
		17-07-12	