

LL 300378

M.A.N.T.E. Staff Job Descriptions

Position: Educational Assistant D

Reports to: E.S.S. Administrator
School Principal or Designate
Program/Classroom Teacher(s)

Supervises: N/A

Job Summary: Provides specialized assistance in the education, development and training of students identified for E.S.S. program supports, i.e. Indigenous, speech and language, literacy learning, social work.

Potential Exposure to Violence:

Working in a school setting poses certain inherent risks, especially working closely with students experiencing significant learning, behavioural, social, and/or physical difficulties. Therefore, a minimum of eight hours of training in NVCI is required every three years.

Typical Duties and Responsibilities:

- Provides specialized assistance to staff, parents and the community in particular program area.
- Prepares and maintains all necessary systems, reports, records and files related to the program area.
- 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.

ADOPTED	REVIEWED	REVISED	PAGE
28/June/11		25/Sept/12	1 of 2
Motion 12-04-11		Motion 14-07-12	

Qualifications:

- High school diploma with the ability to assist students academically plus additional course work in child education.
- Specialized training/awareness related to the specific program.
- Educational Assistant certificate or related diploma or degree preferred.
- 2-3 years related experience.
- Ability to communicate both verbally and in writing with all levels of staff, students and the public.
- Ability to lift up to 25 kg.
- Ability to work effectively with students experiencing behavioural difficulties including the ability to perform all physical activities assigned indoors and out.
- Ability to handle highly confidential information.
- Ability to be reliable, a self-starter and to work well with minimal supervision.
- Courses in Non-Violent Crisis Intervention/WEVAS and First Aid/CPR.
- Required to have a valid Manitoba driver's license and daily access to a vehicle.
- An equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
28/June/11		25/Sept/12	2 of 2
Motion 12-04-11		Motion 14-07-12	