

LL 85994

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

POSITION: **EDUCATIONAL ASSISTANT A**

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

SUPERVISES: N/A

JOB SUMMARY: Provides assistance in the education, development and training of students, particularly those experiencing 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:

- Provides educational support in all required areas including all vocational and physical education programs;
- Assists with marking tests, homework, quizzes, assignments, etc.;
- Monitors classroom and student activities during short-term absences of classroom and/or resource teacher;
- Works with students on an individual basis and in small groups when required, may work with the class on a teacher-prescribed activity while the teacher is present assisting individual or small groups of students;
- May attend meetings with clinicians, teachers, other professionals and/or parents to obtain/share information on the particular modification requirements of students;

ADOPTED	REVIEWED	REVISED	PAGE
		25/Sept/12	1 of 2
		14-07-12	

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

JOB DESCRIPTION:**AP3-3**

- Monitors and addresses student behaviour and supervises activities such as recess, lunch, classroom changes, hallways and parking lots; may attend and/or assist with the supervision of field trip activities, special events, co-op education, apprenticeship or community-based programs;
- Documents academic and behavioural information as required;
- Dispenses appropriate medications as required;
- Photocopies and files classroom materials and files student information in the office as required;
- Performs other related duties as assigned or as required including providing short-term coverage for and the occasional duties of higher or lower graded educational support positions.

QUALIFICATIONS:

- High school diploma basic math skills; with the ability to assist students academically plus additional course work in child education; specialized skills in program area may be required, e.g. advanced math and science, EAL, French;
- 1-2 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;
- Courses in Non-Violent Crisis Intervention/WEVAS and First Aid/CPR;
- An equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
		25/Sept/12	2 of 2
		14-07-12	