



## Education Assistant (EA) Job Description

**Reports to** - The EA works under the supervision of an EI coordinator.

### The Job

*The primary role of the education assistant is:*

- To work as part of the Program Unit Funding (PUF) team (coordinator, therapists and parents.)
- Support the child in the classroom environment following the goals and strategies on the child's Individual Program Plan (IPP).
- Daily documentation of the child's progress.

*Duties may include:*

- Implement lesson and support plans, as per the child's IPP, as directed by the early intervention lead.
- Reinforce lessons presented by teachers by demonstrating an activity and/or helping the child understand the material and adapt the information to their learning style.
- Work with the child one-on-one or in a small group as required, to enhance their learning or aid with behaviour regulation.
- Enforce school and class rules to help teach the child appropriate behaviour. Provide comfort to distressed children through compassion and tact.
- Help teachers prepare for lessons by getting materials ready or setting up equipment such as gym equipment, toys, craft materials, and snacks.
- Use assistive technology or equipment as required to support the child's learning and behaviour.
- Help the child with basic needs, such as eating or personal hygiene.
- Ensure that a daily report is done. Provide observations and feedback to the teacher and early intervention coordinator on student behaviour to help monitor the child's progress.
- Attend IPP meetings and therapy sessions as scheduled throughout the year.
- Oversee FCB's children and make sure that they are safe during outdoor activities.

### Skills & Abilities

- Flexibility, patience, sensitivity, tolerance, enthusiasm, creativity and imagination.
- A positive attitude.
- Good health and physical fitness.
- An ability to deal with the stress of working with one or more children who are active and demanding.
- An ability to interact with children in a tactful, empathetic manner.
- Keen observation skills.

- Good writing and speaking skills.
- An ability to take direction and work as a team member.
- A commitment to the development, progress, and inclusion of students with special needs.

### **Requirements**

- Minimum high school diploma.
- Preferred education is EA diploma or equivalent post-secondary education.
- Experience working with children with special needs and/or with difficult behaviours an asset.
- Experience working on communication/speech/language an asset.
- Proficiency in the English language, both written and verbal.
- Current Standard First Aid and CPR – level C certification; can be obtained upon hire within a designated time frame.
- Fully vaccinated for COVID-19
- A current criminal record check and vulnerable sector check.

### **Working Conditions**

The EA is responsible for the children assigned to them in either the Foothills Creative Beginning preschool or kindergarten setting, or in a community school. The EA may work with one or more students in the classroom setting.

EAs work indoors except when supervising students outdoors or on a field trip. There may be the need to lift items weighing up to 20 lbs. Sometimes heavier lifting may be required, e.g. having to move a child from a dangerous situation or altercation. The EA must be able to move quickly in response to a child and be able to work at the child's level. This requires, but is not limited to: bending, sitting on the floor, and sitting on a stool.

The EA typically works between September to June however start and end dates are dependent upon numbers of children requiring services. Hours are Monday to Friday but may vary throughout the week. Work may include after-school hours to attend an IPP or staff meeting, observe a therapy session, or training.