



# Educational Assistant – General

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## OVERVIEW

The Educational Assistant - General (EAG), under the general direction of the teacher and the supervision of the Principal, provides academic assistance to students, monitors student behaviour and facilitates the integration of the student in the classroom and school environment.

## POSITION DESCRIPTION EDUCATIONAL ASSISTANT - GENERAL

### **EAG – 1**

Facilitates student learning individually and in small groups

### **EAG – 2**

Observes and documents students' daily progress; marks objective student work and assists students with corrections

### **EAG – 3**

Assists in preparing and presenting lessons and adapting materials in an appropriate format for the individual student(s)

### **EAG – 4**

Attends Individual Education Plan (IEP) and consultative meetings with teachers, parents and therapists as feasible

### **EAG – 5**

Communicates student-related information to teacher and/or school-based team

### **EAG – 6**

Assists in the design, implementation and monitoring of appropriate behaviour management or social adjustment programs

### **EAG – 7**

Supports students in learning communication skills, social behaviour and life skills as outlined in the student(s)' IEP

**EAG - 8** Supports students in a wide variety of educational computer programs and equipment

**EAG – 9**

Inputs and assists in maintaining student(s) records

**EAG – 10**

Maintains and organizes classroom items such as materials, supplies and equipment

**EAG – 11**

Supervises student(s) during recess, noon-hour or during the temporary absence of the teacher; reports incidents to the teacher or Principal

**EAG – 12**

Assists the teacher in supervising activities such as work experience programs and physical education activities

**EAG – 13**

Assists in organizing, conducting and supervising school activities such as field trips and other special events

**EAG – 14**

Provides assistance to student(s) in the case of injury or illness; performs assigned duties during fire/earthquake drills and other crisis situations

**EAG – 15**

Assists students with feeding, hygiene, toileting and other personal care

**EAG – 16**

Performs other assigned comparable or transient duties, which are within the area of knowledge and skills required by this job description

## QUALIFICATIONS EDUCATION ASSISTANT - GENERAL

<b>EDUCATION</b>	<p><b><i>TECHNICAL REQUIREMENTS</i></b></p> <p>Grade 12 or equivalent,</p> <p>Current First Aid and C.P.R. courses or equivalent, <b>and</b>,            One (1) year Community Support Worker or Teaching Assistant Program certificate or equivalent post secondary courses in child or adolescent development, or behaviour management</p>
<b>EXPERIENCE</b>	<p><b><i>TECHNICAL REQUIREMENTS</i></b></p> <p>One (1) year specific experience working with persons with special needs</p>
<b>KNOWLEDGE</b>	<p><b><i>TECHNICAL REQUIREMENTS</i></b></p> <p>Broad knowledge of computers and related educational software packages</p> <p>Broad knowledge of cognitive styles and abilities and support requirements for learning</p> <p>Broad knowledge of support requirements for behaviour management, social and life skills programs</p> <p>Broad knowledge of conflict resolution methods</p> <p>Broad knowledge of inclusion and integration principles</p> <p>Broad knowledge of a school system and willingness to gain an understanding of District policies and procedures as they relate to the position</p>
<b>SKILLS AND ABILITIES</b>	<p><b><i>JOB SPECIFIC REQUIREMENTS</i></b></p> <p>Ability to support student(s) in the implementation of his/her IEP</p> <p>Ability to support and implement augmented communication skill programs</p> <p>Ability to work with students with social, communication and behaviour challenges</p> <p>Ability to maintain the confidentiality of sensitive information</p>

	<p>Ability to understand and work with core curriculum at the appropriate grade level(s)</p> <p>Ability to be flexible to meet the varying academic, social, emotional and behavioural needs of students</p> <p><b><i>INTERPERSONAL REQUIREMENTS</i></b></p> <p>Effective written and oral communication skills including the ability to relate to students, staff, parents, professionals and other members of the public and to request and convey information in an appropriate manner</p> <p>Patience</p> <p>Ability to maintain an effective professional working relationship within a multi-disciplinary team</p> <p>Ability to work independently with minimal supervision</p> <p><b><i>PROBLEM SOLVING REQUIREMENTS</i></b></p> <p>Ability to supervise students in instructional and non-instructional activities</p> <p>Ability to determine and select an appropriate course of action within established methods, procedures and policies</p> <p>Ability to provide guidance, instructions and directions to students</p> <p>Ability to apply conflict resolution skills</p> <p>Creativity/Innovative</p> <p>Organizational skills</p> <p>Ability to prioritize workload and manage time appropriately</p> <p>Ability to document and summarize information/data in an accurate manner</p> <p>Ability to pay close attention to detail</p>
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**WORKING  
CONDITIONS**

***OCCUPATIONAL REQUIREMENTS***

Sufficient vision and hearing to perform related job duties

Physically able to lift up to 22 kgs (50 lbs) and operate related equipment on an occasional basis

Able to perform related physical and mental activities

Able to work in a highly active physical environment