



# Educational Assistant – General

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## OVERVIEW

The Educational Assistant - General (EAG), in collaboration with the teacher and under the general supervision of the Principal, supports the inclusion of students with diverse learning needs by providing academic and/or social emotional skill development in the learning environment.

## POSITION DESCRIPTION EDUCATIONAL ASSISTANT - GENERAL

### **EAG – 1**

Facilitates the inclusion of students with diverse needs by encouraging and supporting them to become independent learners and members of the classroom, school and community.

### **EAG – 2**

Observes and documents learner strengths, achievements, needs and behaviours through daily learning activities.

### **EAG – 3**

Reviews and supports learning activities using lesson plans and learning strategies developed by the classroom teacher and inclusive education staff to help students develop academic competencies and meet Individualized Education Plan (IEP) goals..

### **EAG – 4**

Gathers and shares relevant information about the performance and behaviour of individual learners to support IEP goals, transitions and program design through IEP and other consultative meetings with teachers, families and therapists.

### **EAG – 5**

Supports students in learning communication skills and social/emotional strategies as outlined in the IEP.

### **EAG - 6**

Supports students' use of educational technology and/or various assistive communication modalities.

**EAG – 7**

In collaboration with the teacher implements strategies to accommodate and adapt for all individual learner needs /styles.

**EAG – 8**

Reinforces classroom expectations during brief absences of the teacher and documents and reports significant incidents. Reinforces school expectations at break times, class transitions and lunch.

**EAG - 9**

Follow student safety and support plans.

**EAG – 10**

Supports student engagement in school, learning and skill development through school activities, one-on-one or small groups, field trips, work experience programs, physical education activities and special events.

**EAG – 11**

Provides assistance to student(s) in the case of injury, illness or chronic medical conditions; performs assigned duties during fire/earthquake/lockdown drills and other emergent situations.

**EAG – 12**

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

**EAG – 13**

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>	<b>TECHNICAL REQUIREMENTS</b>  Grade 12 or equivalent, and  One (1) year Education Assistant and Community Support Worker certificate or equivalent combination of education and experience.  Current Level One First Aid.
<b>EXPERIENCE</b>	<b>TECHNICAL REQUIREMENTS</b>  One (1) year specific experience working with persons with diverse learning needs.

<p><b>KNOWLEDGE</b></p>	<p><b><i>TECHNICAL REQUIREMENTS</i></b></p> <p>Knowledge of digital technology and related educational applications used to support students with diverse needs.</p> <p>Knowledge of learning styles and support requirements for learning in order to adapt materials for students.</p> <p>Knowledge of positive collaborative behaviour support and social/emotional strategies.</p> <p>Knowledge of de-escalation strategies in order to address various levels of student behaviours in the classroom or in the school/community.</p> <p>Knowledge of inclusion.</p> <p>Knowledge of school systems, District policies and procedures as they relate to the position.</p>
<p><b>SKILLS AND ABILITIES</b></p>	<p><b><i>JOB SPECIFIC REQUIREMENTS</i></b></p> <p>Support and implement IEP goals, adaptations or modifications.</p> <p>Apply positive behavioural support techniques to facilitate student engagement in the classroom.</p> <p>Support and implement augmented communication skills.</p> <p>Support and implement safety plans.</p> <p>Understand and work with core curriculum at the appropriate grade level(s) and language of instruction</p> <p>Able to provide personal care such as feeding, toileting and dressing on occasion.</p>
	<p><b><i>INTERPERSONAL REQUIREMENTS</i></b></p> <p>Maintain confidentiality of sensitive information often in open and public settings.</p>

	<p>Document observations of students and summarize information in an accurate manner.</p> <p>Communicate with o staff, families professionals and other members of the public and request and convey information in a respectful and calm manner.</p> <p>Speak with and act toward students with respect and dignity, being mindful of their individual rights and needs.</p> <p>Celebrate successes that may only come with repetition and patience.</p> <p>Work independently and as part of a team.</p> <p>.</p>
	<p><b><i>PROBLEM SOLVING REQUIREMENTS</i></b></p> <p>Use conflict resolution strategies to resolve disagreements and refer more demanding issues to teaching and administrative staff.</p> <p>Determine and select appropriate courses of action within established methods, procedures and policies.</p> <p>Adapt learning materials and available resources to the learning needs of the students.</p>
<p><b>WORKING CONDITIONS</b></p>	<p><b><i>OCCUPATIONAL REQUIREMENTS</i></b></p> <p>Sufficient vision and hearing to perform related job duties.</p> <p>Digital self-sufficiency in order to communicate through technology.</p> <p>Physically able to work with students at their level, (squatting, kneeling and sitting on the floor).</p> <p>Physically able to lift up to 22 kgs (50 lbs) and operate related equipment on an occasional basis.</p>

	Able to perform related physical and mental activities.
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Revised: November, 2024