

District Educational Assistant

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OVERVIEW

The District Educational Assistant (DEA), under the general direction of the Teacher and the supervision of the principal, proactively intervenes and supports appropriate student behaviour. The DEA provides various levels of assistance to students and facilitates the inclusion of the student in the classroom and school environment. The DEA works with students identified by the District Inclusive Learning Team. This position works with students with the most challenging behaviours. The student(s) often exhibits behaviours (with or without risk to self/others) across contexts.

Staff assigned to the District Educational Assistant position are District based and may be moved from school to school depending on student and District need.

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.

DUTIES SPECIFIC TO THE DISTRICT EDUCATIONAL ASSISTANT**DEA - 1**

Proactively intervenes and supports student(s) in managing their own emotions and behaviour by using strategies that include coaching, modeling or directing the student(s) through co-regulation.

DEA - 2

Assists student(s) in avoiding escalations by utilizing strategies that effectively defuse potentially increasing verbal and/or physical behaviours.

DEA - 3

In consultation with the school team, records, tracks, maintains and analyzes data on student behavior.

DEA - 4

Implements Safety Plans for students in conjunction with the school-based team.

DEA – 5

Monitors student(s) behaviour and proactively intervenes to ensure the safety of the student(s) and to prevent student(s) from hurting self or others.

DEA – 6

Follows Non-Violent Crisis Intervention guidelines.

DEA – 7

Performs reliable weight bearing transfers of students weighing up to 68 kg (150 lbs).

DEA – 8

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

**QUALIFICATIONS
DISTRICT EDUCATIONAL ASSISTANT**

EDUCATION	TECHNICAL REQUIREMENTS Grade 12 or equivalent, and One(1) year Education Assistant and Community Support Worker certificate or equivalent combination of post-secondary courses in child/adolescent social / emotional development. Current Level One First Aid. Current Non-Violent Crisis Intervention certificate. Course work related to autism and other related disorders.
EXPERIENCE	TECHNICAL REQUIREMENTS One year specific experience working with persons with extremely challenging behaviours and/or complex needs.

KNOWLEDGE	TECHNICAL REQUIREMENTS <p>Knowledge of or willingness to learn 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 non-violent conflict resolution methods in order to address various levels of student behaviours in the classroom or in the school/community.</p> <p>Knowledge of inclusion principles.</p> <p>Knowledge of school systems, District policies and procedures as they relate to the position.</p> <p>Sufficient expertise to support Education Assistants in responding to students with challenging behaviours.</p>
SKILLS AND ABILITIES	JOB SPECIFIC REQUIREMENTS <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>Provide personal care such as feeding, toileting and dressing as required.</p> <p>Respond to the varying academic, social, emotional, and behavioural needs of students.</p>

	<p>Use appropriate lifting techniques when dealing with physical demands required when working with students with physical disabilities.</p> <p>Willing to meet certification requirements and administer specialized medical procedures as trained.</p>
	<p>INTERPERSONAL REQUIREMENTS</p> <p>Use tact and diplomacy to maintain confidentiality of sensitive information often in open and public settings.</p> <p>Capture, in written and oral form, observations made in the classroom and summarize information in an accurate manner.</p> <p>Relate to staff, parents, 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, and deal judiciously with them, always mindful of their individual rights and sensibilities.</p> <p>Celebrate successes that may only come with repetition and patience.</p> <p>Work independently with minimal supervision.</p> <p>Observe and document behaviours of students over time.</p>
	<p>PROBLEM SOLVING REQUIREMENTS</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>
WORKING CONDITIONS	<p>OCCUPATIONAL REQUIREMENTS</p> <p>Sufficient vision and hearing to perform related job duties.</p>

	<p>Desk-top self-sufficiency to communicate through digital technology.</p> <p>Physically able to work with students at their level, (squatting, kneeling, and sitting on the floor).</p> <p>Able to perform related physical and mental activities Physically able to carry out weight bearing transfers of students weighing up to 62kg (150lb) and operate related equipment on an occasional basis.</p> <p>Able to work in a highly active physical environment.</p>
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Reviewed- May 2025