



Educational Assistant Job Description

Position Summary

An educational assistant is a person hired to support professional staff, such as teachers and clinicians, in providing appropriate educational programming for students. An educational assistant is under the direct supervision of the administrator or a teacher(s) designated by the administrator.

EAA Regulation 23/2000

Legal Reference: Education Administration Act - Regulation 23/2000

Responsibility and Duties

1. Assist individual students and/or small groups of students
 - 1.1 follow requirements of student Individual Education Plans (IEPs) and Behaviour Intervention Plans (BIPs)
 - 1.2 assist with/perform health care procedures
 - 1.3 administer student medication as assigned
 - 1.4 in an event of an emergency administer emergency first aid
 - 1.5 assist students who require support with dressing, feeding, toileting and hygiene (wiping after toileting and menstrual care)
 - 1.6 assist students with mobility including student lifts, transfers in and out of mobility equipment
 - 1.7 follow recommendations of occupational therapists, physiotherapists, clinicians or consultants
 - 1.8 assist in keeping student records

2. Classroom Support
 - 2.1 assist in administration of tests and mark objective tests and assignments under the direct supervision of a teacher or clinician
 - 2.2 maintain student records as directed by the teacher
 - 2.3 prepare and assemble instructional materials as directed by the teacher
 - 2.4 assist students in locating research and reference materials identified by the teacher
 - 2.5 academic support under the supervision of a classroom or Resource teacher such as adaptations and accommodations , implementing academic or behavioral programs
 - 2.6 conduct observations and record keeping as identified by professional staff
 - 2.7 communicate student progress to the appropriate professional
 - 2.8 assist with the preparation for special occasions or events



3. Supervisory
 - 3.1 assist with supervision duties in the school and on the playground
 - 3.2 assist in arranging, organizing, transporting and supervising fieldtrips
 - 3.3 supervise student work areas in order that the teacher may be available to assist other students with school work
 - 3.4 supervise student completing assignments, test and exams
 - 3.5 assist with the safe evacuation of students during fire drills
4. School Staff and/or Team Member
 - 4.1 make positive contributions to all school initiatives
 - 4.2 assist with the arrangements and conducting of special events
 - 4.3 follow requirements of relevant legislation and division procedures and protocols including disclosures, Threat Risk Assessment and confidentiality
 - 4.4 follow requirements of relevant privacy legislation (eg. FIPPA/PHIA)
5. Other related duties as may be assigned from time to time by the principal or teacher.