

## ***JOB IDENTIFICATION:***

## **Education Assistant 1**

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### ***JOB SUMMARY:***

Under the supervision of the Principal and general direction of the teacher, assists professionals in their work with identified students.

### ***DUTIES & RESPONSIBILITIES:***

01. Provides input to the design and implementation of individualised education and behaviour management strategies.
02. Monitors, observes, records and reports student progress to teachers and makes recommendations for further assistance, verbally and/or in written form.
03. Compiles information and materials for meetings with parents and relevant personnel and participates in same when required.
04. Implements positive discipline strategies including reinforcement and consequences.
05. Assists students in clarifying and working toward appropriate behaviour and life skills goals.
06. Encourages and supports students in the development of personal skills and interests to promote independence.
07. Works as a member of a team with the objective of maintaining and improving the self-esteem of special needs students to facilitate their integration into the classroom.
08. If directed, provides input to relevant staff, students and agencies in the implementation of specific learning programs.
09. As directed, works with consultants such as speech and language pathologists, physiotherapists, etc., to carry out prescribed exercises and programs.
10. Provides close supervision of students in a classroom, school facility, playground and community setting.
11. Provides personal assistance that may include lifting, mobility, toileting.
12. Works in a setting with a high degree of confidentiality.
13. Performs others job-related duties.
14. Demonstrates the qualities of a good role model.
15. Displays excellent communication and interpersonal skills.
16. Maintains safe work practices.

### ***QUALIFICATIONS:***

01. Grade 12 or equivalent.
02. Education Assistant Certificate or equivalent education.
03. May require relevant specialised skills.
04. Physical capability to perform duties.