

JOB IDENTIFICATION:

Education Assistant 2

JOB SUMMARY:

Under the supervision of the Principal and general direction of the teacher, performs a variety of duties related to the preparation of teaching materials and working with students.

DUTIES & RESPONSIBILITIES:

01. Works with students on a one-to-one or group basis to reinforce concepts taught by the teacher.
02. Prepares teaching materials.
03. Prepares classroom displays and charts.
04. Marks tests and work sheets using a key.
05. Assists with student supervision.
06. Monitors and reports observations of academic progress and student behaviour to the teachers.
07. Operates equipment including photocopier, computer, typewriter and audio-visual equipment.
08. Works in a setting with a high degree of confidentiality.
09. May, on occasion, be required to perform other job related duties.
10. Provides a good role model.
11. Displays excellent communication and interpersonal skills.
12. Maintains safe work practices.

QUALIFICATIONS:

01. Grade 12 or equivalent.
02. Education Assistant Certificate or equivalent education.
03. Previous experience in a related field.