

*This position description describes the principal duties and responsibilities of this position and does not imply that they are the only duties and responsibilities to be performed.*



## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Education Assistant On Call</b>	<b>Classification:</b>	14 – Education Assistant
<b>Department:</b>	Education	<b>Type:</b>	Non-Managerial
<b>Status:</b>	Casual/Part-time	<b>Responsible To:</b>	OSCS Principal and Learning Assistance Teacher
<b>Location:</b>	OSCS	<b>Regular Hours:</b>	8:30 am to 3:30 pm Monday to Friday

### Job Summary:

Under the supervision of the school principal and the Learning Assistance Teacher, the On-Call Education Assistant position provides support to students with a range of diverse learning needs. The Education Assistant works collaboratively with teachers under the direction of the Learning Assistance teacher. In addition, the Education Assistant provides support for the delivery of both teaching and non-instructional tasks. The Education Assistant works with the classroom teacher and Learning Assistance Teacher to create a safe and supportive learning environment to aide students to meet their learning goals. The Education Assistant will serve as a role model to students and be a contributing member of the Outma team.

### Core Competencies:

- Accountability
- Decision making
- Teamwork
- Adaptability
- Organizational and Relationship building
- Problem solving
- Communication
- Planning and Organizing

### Duties/Responsibilities:

#### Job Responsibilities and Work Performed

- Assists students with integration into the classroom and school setting.
- Carries out work within developed structures and plans, being consistent with expectations set for student.
- Facilitates student learning individually and in small group with assignments and learning concepts under the supervision of the classroom teacher (ie. Read Well, Intervention groups, Dibels, Ability Groups, Reading Mastery, Math groups).
- Monitors and reports student progress to classroom teacher.
- Supports the implementation of student's behavioral management plans.
- Assists with the implementation of student daily goals/needs.
- Produces materials and implements strategies to accommodate individual learner needs/styles.
- Reviews and reinforces learning activities using lesson plans and learning strategies developed by the teacher/team to help students master concepts and skills.
- Assists with Physical Education program at school when deemed necessary.
- Provides one on one support for select students during Okanagan language, math, science and socials as indicated in the student's IEP and scheduled by the Learning Assistance Teacher.
- Provides skill development activities as directed by Special Education Teacher and Classroom Teacher.
- Protects and respects the confidentiality of information.
- Assists with the breakfast and lunch program to ensure students have eaten.
- Accompanies and supervises students during activities in school gym, playground, on field trips, during recess, at noon hour or during the day.

- Assists with annual year end celebration.
- Attends and supports in field trips and cultural activities as required.
- Provides supervision as per schedule provided.

## **Qualifications/Requirements:**

### **Minimum Academic/Educational Requirements**

- Grade 12

### **Other Certification, Licenses, Designations and/or Training**

- Certified Education Assistant
- Non-Violent Crisis Intervention training

### **Specific Job Skills and Levels**

#### **Computer skills required:**

- Basic computer skills
- Microsoft word and excel

### **Minimum Level of Experience**

- 1 year

### **Personality Traits (Required to be successful in position)**

- Compatibility with children, goal planning skills, patient, high energy, optimistic, problem-solving strategies, outgoing/easygoing, happy, adaptable and makes decisions quickly
- Punctual and dependable
- Excellent oral and written communication skills

## **Assets:**

- Experience working with children (3-15 yrs of age)

- **Send your Cover letter and Resume to Senior Manager, Human Resources**
  - Rory Gabriel at [jobs@pib.ca](mailto:jobs@pib.ca)