



# Coast Mountains Board of Education School District 82

3211 Kenney Street, Terrace, BC V8G 3E9  
Tel. (250) 635-4931 or 1-855-635-4931 • www.cmsd.bc.ca

Job Title	<b>Educational Assistant (Low Incidence)</b>
Department	Learner Support
Location	Assigned School
Reports to	Administrative Officer(s) or Designate

Type of position:	Maximum Hours: 26 / week
<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Unionized
<input checked="" type="checkbox"/> Part-time	<input type="checkbox"/> Exempt
<input checked="" type="checkbox"/> Temporary or Casual	

## GENERAL DESCRIPTION

Reporting to the Principal/Designate, the Educational Assistant (Low Incidence) participates as a member of a team and assists in the ongoing design, development, significant modification and implementation of special services programs (life skills emphasis), for a small number of students (e.g. 1-2), under the direction of the classroom teacher; and works as a member of a team to ensure the timely resolution of general district requirements, in accordance with applicable acts, regulations policies and procedures. These positions require the maintenance of a constant state of vigilance in order to ensure the personal safety and well-being of student(s) and/or staff. Certain positions may also be required to provide medical assistance/care. The requirements will vary depending on the individual student(s) assigned.

## TYPICAL DUTIES

- Participates in the planning, development, creation and significant modification of curriculum and classroom materials to suit the special needs of the student(s)
- Participates in the design and implementation of appropriate behaviour management strategies
- Works from Individualized Education Plan (IEP) and modifies or prepares schedules/materials as needed, after consultation with staff.
- Maintains regular communications with team
- Monitors child's learning and behaviour constantly in order to identify required program adjustments
- Assists the teacher in the preparation of lesson materials, classroom and field trip supervision,

marking, communications and daily record keeping

- May be required to independently supervise students with life skills activities in the school or community (e.g. cooking, industrial arts, sports activities)
- Facilitates and encourages positive interactions between special services students and others in the school and community
- Assists the team in liaison with parents and community agencies
- Assists students with activities of daily living (e.g. toileting, transfers such as floor to chair); if trained and designated, provides Level II medical care (e.g. catheterization, nasogastric tube care and feeding) per Individual Care Plan
- Transports student(s) for life skills and recreational outings (e.g. grocery shopping, work experience). Must have appropriate driver's license and constant access to a vehicle suitably equipped with seatbelts.
- Demonstrates and reports on students in work experience programs as assigned
- Operates standard office equipment including computer (word processing, educational software), photocopier, laminator, telephone, printers, audio visual equipment; in addition to special individualized equipment (e.g. standing frames, touch windows, adapted equipment)
- Performs other comparable duties as assigned which are within the area of knowledge and skills required by the job description

#### ACADEMIC/WORK EXPERIENCE QUALIFICATIONS

- Completion of grade 12 or equivalent including English 12 and an additional 10-month program
- Over 6 months up to 1 year school practicum and on-the-job training

REVIEWED BY

*Title*

APPROVED BY

*Title*