



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	Education Assistant 3
Department	Learner Support
Location	Assigned School
Reports to	Administrative Officer(s) or Designate

GENERAL DESCRIPTION

Reporting the school administration, and working under the direction of the classroom teacher, the Education Assistant works with a wide variety of students including those with autism, intellectual, physical and/or sensory disabilities and/or with students who exhibit inappropriate and sometimes aggressive behavior, and/or as having severe behavior disorders and/or serious mental illness. Assists teachers with the delivery of programs and services to support student learning and behavior and to ensure the safety and comfort of students with severe behavior challenges through physical and personal care in and out of the classroom and in the community. Supports may include academic assistance, life and social skills development, personal care, physical assistance and positive behavior support.

TYPICAL DUTIES

- Assists teachers and students in the delivery of Individual Education Plans (IEPs), particularly those that include specialized medical, learning or mental health interventions.
- Reinforces the educational program by tutoring, adapting or modifying classroom materials to meet the special needs of students.
- Assists in the planning and acquisition of life and social skills aimed at the reinforcement of positive behaviours, including through work and recreational experiences.
- Assists in planning and implementing behaviour supports.
- Monitors and reinforces behavior for students displaying moderate behavior issues.
- Prepares written reports such as daily or weekly journals.
- Prepares classroom materials such as booklets, flip charts and flash cards.
- Provides input to the IEP and student progress reports and performs record keeping functions including student learning and behavior data collection.
- Assists with the supervision of the general student population; supervises assigned students with special needs in and out of the classroom and in the community.

- Provides personal care assistance, such as toileting, feeding, diapering and dressing; provides physical assistance, such as wheelchair manoeuvring, positioning, lifting, transferring and motor skill development exercises.
- Implements the health care plan for students with chronic health conditions, such as administering medication, catheterization, monitoring seizure activity and gastro tube or other complex feeding.
- Implements educational support programs, such as speech therapy, physical and/or occupational therapy and assists students using specialized equipment such as speech computer programs, personal communicators and wheelchairs.

ACADEMIC/WORK EXPERIENCE QUALIFICATIONS

- Grade 12
- Education assistant certificate (equivalent to one post secondary year)
- One year experience working with children with special needs.
- Where additional student specific supports such as a health care plan, speech and language therapy and/or physical or occupational therapy are involved, training and direction will be provided by subject experts
- B.C. Class 5 Driver's Licence

FOR CMSD:	Kiran Bath	<i>Title</i>	Director of Human Resources
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FOR CUPE:		<i>Title</i>	CUPE JEMC Representative
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