

## **ROLE AND DUTIES OF EDUCATIONAL ASSISTANTS**

In Beautiful Plains School Division, educational assistants are hired to contribute to the development of a more effective learning environment for the students.

Educational assistants are to assist in the education, development and training of students as well as to assist in maintaining a smooth and efficient operation of the school in general. Educational assistants must work under the supervision of a teacher and/or administrator and take direction from the professional(s) to whom they are assigned. Program planning, prescription and any subjective evaluation, must be the responsibility of the supervising teacher/administrator.

Information and questions about a student's program, should be treated as privileged information. Information of this type should only be shared for the purpose of program planning and in the context of the planning. Third party questions should be directed to the supervising teacher/administrator.

Without restricting the foregoing, educational assistants may have any or all of the following responsibilities included in their specific duties, as well as those added by their Principal.

- Assist teacher(s) with subject area projects and activities.
- Assist with the supervision and training of students in the development of life skills and performance of daily activities.
- Assist small groups of students or individuals with the interpretation and completion of assignments.
- Provide ongoing and regular communication about the assigned program to the supervising teacher
- As directed by the teacher/supervisor, keep a daily journal/record of student activities
- Assist small groups of students or individuals with review and drill.
- Assist small groups of students or individuals with speech and language development programs as directed by the Speech and Language Clinician or teacher.
- Administer physical exercise programs as recommended and trained by OT/PT professionals
- Assist professional staff in the development of appropriate student behaviour.
- Supervise students or groups of students during recess or in the absence of the professional in charge of the group.
- Assist in supervising and arranging curricular and extra-curricular activities either within or outside the school building.
- Assist in preparing and arranging lesson materials and displays.
- Assist with office and secretarial duties e.g. copying, collating, filing, sorting, laminating, typing
- Assist with library and library equipment and/or supplies e.g. cataloguing, assisting staff, supervising students, displays, shelving books.
- Assist with collecting, recording and accounting for monies from student projects, pictures, fees.
- Administer medication to students as authorized or assigned.
- As an employee of the school division, be aware of and comply with the responsibilities as outlined in the divisional Workplace Safety & Health Program.

Beautiful Plains recognizes that for some educational assistants, duties assigned will involve handling more responsibilities than those listed. Therefore, the following four categories have been developed.

### **EDUCATIONAL ASSISTANT I**

May perform any or all of the duties of a general nature at either elementary or secondary level.

### **EDUCATIONAL ASSISTANT II**

May provide assistance or support for students with high needs in regular and special programs for severely/profoundly physically disabled, mentally challenged and emotionally disturbed students at both elementary and secondary levels.

Duties would be of a general nature (Educational Assistant I) and will involve at least one of the following assignments:

- working with students that would be Level III funded
- provide personal care and hygiene (diapering, bathing)
- administration of medical procedures that require supervision from nursing staff
- implementation of behavioural management strategies (EBD Level III students)
- portering of students
- Signing communication for students who require augmentative communication

### **LIBRARY ASSISTANT**

May perform library duties of a general nature at either elementary or secondary level

### **SIGNING INTERPRETER/TUTOR**

- To interpret and facilitate communication with deaf/hard of hearing students and their hearing peers, the classroom teacher and other personnel in the school
- To provide expressive and voice interpreting which includes American Sign Language and/or oral interpreting to deaf/hard of hearing students in the school
- To provide tutoring and/or note taking for deaf/hard of hearing students
- To have completed or be in process of completing an interpreter training program or have equivalent experience

Approved August 20/03