



IDENTIFICATION

Department	Position Title	
Commission scolaire francophone	Education Assistant	
Position Number(s)	Community	Division/Region(s)
95-12241	Hay River, NT	École Boréale

PURPOSE OF THE POSITION

The Education Assistant is responsible for assisting with implementation of curricular and extra-curricular activities in order to provide students with an optimal learning environment in which to achieve their highest potential.

SCOPE

At the discretion of the Principal, the Education Assistant reports to the Principal, Program Support Teacher and/or Classroom Teachers. He/she is responsible for helping to provide quality curricular and program activities for students both inside and outside of the classroom. This may include providing assistance to students who are academically, physically, socially and/or behaviorally challenged. Extra-curricular activities may include cultural, sports, fundraising or other activities.

The Education Assistant is also responsible for assisting with the preparation of the classroom or work area and instructional materials in order to provide a positive learning environment, and preparing, organizing and delivering the resources required for successful schooling. He/she is responsible for assisting with documenting student achievements and for communicating with parents as directed by the Teacher. The Education Assistant may be responsible for assisting with the delivery of language programs, as well as for assisting with the integration of culturally and linguistically appropriate learning activities into the curriculum.

The Education Assistant (operates under the *Education Act* and the policies and procedures established by the Commission Scolaire Francophone (CSF) and the school.

The Education Assistant has a direct impact on the ability of Classroom Teachers to provide and deliver quality curricular programs for all students. Support services greatly enhance the potential for all students to have a positive and rewarding educational experience.

Failure to provide these support services significantly decreases the opportunity for all students to achieve success.

RESPONSIBILITIES

The Principal, Program Support Teacher and/or Classroom Teacher(s) will determine the specific duties of the Education Assistant. These duties vary from year to year and from time to time depending on the identified needs of the students and/or school. In general, these duties will include, but may not be limited to, the following:

1. Provide the Classroom Teacher with assistance and support in the delivery of the curriculum in order to provide students with an optimal learning environment.

- Assist with the delivery of curriculum, lessons and lesson plans as directed by the Teacher.
- Delivery reading and/or math program support for students experiencing difficulty.
- Deliver Teacher prepared programs with individual students or groups of students.
- Provide additional assistance to students who are experiencing learning difficulties.
- Plan and deliver learning activities for groups of students as directed by the Teacher.
- Assist the Teacher with classroom discipline according to guidelines developed in cooperation with the Teacher.
- Assist by tutoring an individual student, working with small or large groups of students or in a team teaching situation with the Teacher, always under the supervision of the Teacher.
- Assist in evaluating students' understanding of directions, concepts and/or progress.
- Clarify Teacher's and school expectations and directions for students and vice-versa.
- Encourage students to develop independent skills in working, thinking and communicating.
- Provide assistance to designated students to ensure the highest possible degree of inclusion within the education and social programs of the school.
- Occasionally lead the class in the absence of the Teacher.
- Assist with correcting students' work and providing input to the evaluation of student progress.
- Provide students with extra practice on concepts and skills that have not been mastered.
- Act as a role model in the classroom and help raise students' sense of self-esteem.
- Listen to students read and practice language, math and other skills.
- Assist with individualized or modified education plans for students with special needs.
- Assist with students' physical limitations and needs as required.
- Keep records and logs of activities and students.
- Plan regularly with the classroom teacher or other designated supervisor.

2. Participate in supervisory and extra-curricular activities in order to provide opportunities for all students to become active in cultural, sport and other activities and events.

- Supervise students in the school, on the school ground and in other locations.
- Patrol school grounds and halls at recess and lunch hour as per duty schedule.
- Supervise students getting on or off the buses.
- Monitor students on field trips and during extra-curricular activities.
- Attend committees (i.e. literacy, beautification, etc.).
- Participate in staff meetings.
- Take advantage of personal skills that could benefit students through participation in extra-curricular activities.
- Seek out work to be completed, as time permits.

3. Participate in ongoing professional development activities.

- Attend Teacher workshops where possible.
- Participate in school professional development and activity days.
- Undertake professional development opportunities not provided by the employer such as the Education Assistant Certificate Program.

4. Assist with the preparation of reports concerning student achievements and limitations and communicate with parents in order to provide a realistic perspective of student success.

- Administer tests as directed by the Teacher.
- Provide Teachers with summaries of test results.
- Consult and assist with observing and documenting students' progress and behavior.
- Prepare reports and provide input for student report cards on student academics and/or behavioral situations, as required.
- Help explain school policies and programs to parents as requested by the Teacher.
- Relay parental concerns to the Teacher and/or Principal.
- Attend parent teacher interviews when requested by the Teacher.

5. Assist with the identification and preparation of appropriate language and cultural materials and the classroom in order to ensure the required learning resources are readily available.

- Prepare, organize and tidy the classroom or work area on a daily basis.
- Prepare and organize instructional materials, including maintaining the bulletin board, making photocopies, laminating materials, preparing craft materials, writing lessons on the display board, hanging pictures and items in the classroom or work area, etc.
- Develop illustrative materials.
- Provide clerical assistance as requested by the Teacher.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Ability to read and comprehend appropriate materials, including reading and mathematics textbooks at various grade levels, in order to provide instruction in core academic subjects (reading, writing, mathematics) to students in a wide range of grade levels
- Understanding of different learning styles
- Understanding of teaching, instruction and classroom management techniques
- Knowledge of the goals, objectives and operations of the CSF, the school, and the local people and culture is required
- Knowledge of a local Aboriginal language would be an asset for this position
- Knowledge of spoken and written French is essential for this position

Skills

The incumbent must demonstrate the following skills:

- Excellent interpersonal skills
- Teambuilding skills
- Analytical and problem solving skills
- Ability to work in a multi-cultural setting with young people, staff and parents
- Ability to work with students with special needs
- Ability to read instructions, IEPs, and minutes of meetings
- Ability to write and maintain accurate student records
- Basic computer literacy skills
- Planning and organizational skills
- Decision-making skills
- Effective verbal and listening communication skills
- Effective written communication skills
- Conflict management and resolution skills
- Stress and anger management skills
- Time management skills
- Ability to deal with difficult situations
- Project management skills
- Ability to use sign language is an asset

Personal Attributes

The incumbent must demonstrate the following personal attributes:

- Ability to maintain strict confidentiality in the performance of his/her duties
- Honesty and trustworthiness
- Empathy to student needs and circumstances
- Positive and respectful

- Culturally aware and sensitive
- Flexible
- Dependable, self-motivated and demonstrating sound work ethics in order to act as a role model for students
- Patience and self-control

Typically, the above qualifications would be attained by:

The completion of Grade 12.

Spoken and written fluency in French is required.

The incumbent must have, or be prepared to obtain, First Aid and CPR certification.

WORKING CONDITIONS

Physical Demands

The Education Assistant position is physically demanding. The incumbent spends a significant portion of time standing or walking in the school. He/she is expected to participate in student activities and must regularly lift or carry materials. In certain situations, he/she may be required to intervene in physical confrontations between students. He/she is required to spend a significant amount of time each day outside supervising children in cold and inclement weather. He/she may also be expected to assist students who have physical limitations (such as in wheelchairs) which significantly adds to the physical demands of the position.

Environmental Conditions

The Education Assistant is exposed to cold and inclement weather on a daily basis. He/she must also deal with situations involving blood and injury and provide basic medical attention. Certain students may display inappropriate behaviours from time to time.

Sensory Demands

Sensory demands include use of the computer, which may cause eyestrain and occasional headaches. The classroom environment can also be noisy and stressful.

Mental Demands

The Education Assistant works in a very active environment. Although the work is generally very rewarding, situations will often arise that lead to mental or emotional stress. In some cases, students may not attend regularly and/or make the expected progress, which can lead to frustration and emotional fatigue given the time and energy provided by the incumbent.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☒ Highly sensitive position – requires verification of identity and a criminal records check