

REQUIREMENTS AND GENERAL DUTIES FOR ALL EDUCATIONAL ASSISTANT POSITIONS

Required qualifications and abilities for all Educational Assistant positions are: one year of post secondary training in human services or related fields; candidates with a minimum of three years work experience and verifiable on-the-job training as an educational assistant or in a related field may be considered; current CPR and First Aid training; previous experience working with children; ability to work as a team member; establish a rapport and communicate effectively with students, staff and parents; demonstrate an understanding of current educational philosophy regarding inclusion; exercise good judgment; remain calm when handling difficult situations; maintain confidentiality and accurate anecdotal records and be willing to undertake new learning experiences.

As identified through the program planning process and under the direction of the teacher(s) and /or school team will include the following:

1. **Personal Care:**

Under the direction of the teacher(s), the Educational Assistant will, as required

- assist students with physical and mobility challenges by lifting and positioning, exercising, transferring from or to transportation, as specified in their program plan
- ensure a safe and respectful environment with meeting personal care needs of students
- assist students with routines, i.e. toileting, dressing, feeding, and personal hygiene
- assist in the operation of support equipment, including lifts and assistive technology
- administer medication and oral inhalant according to the Guidelines for the Administration of Medication to Students that have been developed through consultations by the Department of Education with Doctors Nova Scotia, the Pharmacy Association, the Nova Scotia Nurses Union, and school boards
- carry out medical procedures (e.g., catheterization, tube feeding) when trained and authorized, according to board policies and/or guidelines
- assist with program support when specifically directed and monitored by teacher(s)
- accompany students to community based programs and provide support within this program as necessary.

2. **Safety/Behaviour Management Support:**

Under the direction of the teacher(s) and/or the program planning team, the educational assistant will support the implementation of identified behaviour management outcomes. The educational assistant will

- use appropriate physical interventions in accordance with the Non-Violent Crisis Intervention Training Program, the student's plan, and board policies
- encourage students to respect the school's code of conduct guidelines and positive and effective behavioural support (PEBS) initiative
- model and encourage respect for self and others
- promote or facilitate positive interactions among all students
- record data and observations as directed (e.g., frequency of a particular behaviour, on/off task data)
- assist with program support when specifically directed and monitored by teacher(s).

3. **Expected Job-Related Conduct:**

Educational Assistants are expected to work co-operatively as members of a school community by

- demonstrating ethical behaviours: addressing conflicts, first with teachers, second, at the administration level, at the board staff level, according to board policies; promoting respect for students and adults; and respecting and promoting the rights of students
- understanding the role of the teacher assistant
- modeling appropriate problem solving and conflict resolution
- referring all requests for information to appropriate personnel
- relaying all information regarding the student(s) to teacher(s)
- participating in training and certification as required to support the implementation of such interventions as Picture Exchange Communication System, Pivotal Response Treatment, assistive technology, specific personal/medical care, etc.
- respecting privacy and confidentiality
- communicating effectively with teachers, appropriate personnel, and students
- being knowledgeable of and following board and provincial policies and administrative procedures.

4. **Rapport with Students:**

Educational Assistants are also expected to develop and maintain a positive rapport with students by

- treating students in a respectful, dignified, and fair manner with due consideration to the students' physical, social, and psychological development
- promoting independence and self-advocacy through appropriate wait time, prompting, reviewing, and reinforcing
- respecting the strengths and challenges of students
- maintaining effective and collaborative relationships
- demonstrating appropriate responses to student-initiated interactions.

All duties are carried out under the direction of the principal, teacher(s) and /or school team. The duties listed in the job ads below are in addition to the above duties which are general duties specific to all positions. The hours of work and the job description may change throughout the year as needs evolve.