

NORTH EAST SCHOOL DIVISION # 200



JOB DESCRIPTION

POSITION TITLE: Educational Associate

REPORTS TO: Directly: School Principal
Indirectly: Diversity Education Teacher

Purpose:

The Educational Associate provides support services to students and teachers in a school setting within the division to meet curricular outcomes. The duties of an Educational Associate will vary depending upon the special needs of student(s).

Required Education, Knowledge, Qualifications and Experience:

- A Grade 12 diploma from a provincially recognized institution or equivalent
- Possess a current and valid Driver's License
- Post-secondary courses in programs such as Early Childhood Development, Educational Associate, Youth Worker, Rehabilitation Worker, Personal Care Aide or equivalent post-secondary courses in a related area from a recognized institute and or related experience would be an asset.
- Experience in the delivery of human services would be an asset
- Proficiency in the operation of computers, word processing applications and additional software comparable to those currently used in the school division.

Required Skills and Abilities:

- Ability to maintain strict confidentiality
- Ability to work as a team player
- Strong expressive communication skills
- Ability to work independently and follow instructions
- Flexibility and adaptability to changing situations
- Strong interpersonal skills
- Ability to present a positive attitude and work ethic
- Ability to provide personal care for a student with intense needs
- Ability to lift up to 60 pounds without a lift and up to 120 pounds with 2 man lift or with mechanical lift
- Ability to handle physically/emotionally demanding children (ie. aggressive, hyperactive students)

Supervision of Other Staff:

This position does not involve the supervision of other staff.

Duties and Responsibilities:

Without restricting the generality of the purpose above, the Educational Associate shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Assist in the supervision of the classroom during short periods under the direction of the teacher. This may include, but is not limited to:
 - times when the teacher is working with individual students or groups of students located in the same classroom or outside the classroom
 - students who require individual attention

- playground, lunch or rest areas
- during recreational activities and outdoor trips on a one to one or group basis
- May assist students in various life skills activities and assist the teacher in planning and evaluating the progress in those activities, which can be inside or outside of the school setting.
- Assist students who require intensive supports with gross and fine motor skill development
- Support the successful inclusion of students by reinforcing social and personal skills.
- Under the supervision of a teacher, provide support to students in attaining curricular outcomes and/or goals as identified in the Inclusion and Intervention Plan.
- For students with intense needs, provide assistance in occupational therapy, physical therapy, dressing, eating, toileting, transferring and transportation.
- May administer medication in accordance with administrative procedures.
- Observe and share the progress of students at team meetings.
- Be aware and adhere to school-based expectations when redirecting behavior.
- Fulfill the Educational Associate role as outlined in safety plans for students requiring intensive behavioural supports.
- Perform such other duties and tasks as may be required due to the specialized nature of a student's particular education program.
- Keep anecdotal records of student's daily activities when requested.
- Be knowledgeable and supportive of applicable operational policies and procedures.
- Be willing to engage in life-long learning with respect to training and professional development.
- Conduct oneself in a manner appropriate to a professional learning environment
- Deal tactfully with staff, students, parents and the public.
- Attend meetings as requested.

Judgment, Independence and Client/Peer Contact:

Confidentiality

At no time should an Educational Associate discuss, in public, information pertaining to a student. An Educational Associate is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Any breach of confidentiality in this regard is a serious violation of acceptable professional conduct.

Independence

The Educational Associate is expected to work independently and as a team member of both the School-based staff and the school-division staff.

Client/Peer Contact

This position involves working collegially with other support staff, teachers, and school-based administration on a daily basis in support of the goals of the school.

Responsibility for Quality of Assigned Work:

The employee is under direct supervision and is responsible to achieve the quality of work as assigned by the supervisor and is expected to seek clarification and direction on any matters of concern.

Salary Grid: Educational Associate

The salary grid for the Educational Associate is tied to the following grid:

**CUPE Local 4875
Non-Unionized Administrative Guidelines**

Approved By:	Dean Biesenthal, Supt of Human Resources
Date Approved:	May 2011
Reviewed:	September 2015