



## Educational Assistant (EA)

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**Reports To:** Clinical Coordinator and Principal

### **Summary:**

The role of an Educational Assistant (EA) in a classroom is to help deliver educational, emotional and social programs. EAs play a vital role in the classroom at Oak Bridge Academy. The EA's key role is to support the teacher working with individuals, or groups of, students. EAs work alongside and under the guidance of teachers and RBTs. EAs are considered support staff within the classroom. The EA is assigned to meet the needs of specific students and/or program needs within the school.

The key role of the EA is to provide direct support to students' academic needs as directed by the classroom teacher. The EA also follows the direction of the Lead RBT to implement any behaviour plans in place.

### *Core Competencies*

- Student Focus
- Communication
- Energetic
- Team Work
- Problem Solving
- Accountability and Dependability
- Ethics and Integrity
- Creativity
- Positivity

### *Job Duties*

- Conduct oneself in a manner appropriate for an individual employed by an educational system that provides services to children.
- Deal tactfully with staff, students, parents and the public.
- Be knowledgeable and supportive of applicable policies.
- Supervise students in the classroom, hallway, play, lunch or rest area and during recreational activities and outdoor trips.
- Supervise learning activities.
- Assist individual students in performing activities initiated by the teacher.
- Reinforce learning in small groups or with individuals, while the teacher works with other students.
- Provide assistance with individualized program materials.
- Assist in observing, recording and charting behavior.
- Assist in preparation/production of instructional materials and modifications.
- Carry out instructional programs designed by the teacher.
- Work with the teacher to develop classroom schedules.
- Assist the classroom teacher to include and involve all students in activities.



- Assist in related duties which may be assigned because of specific need maintenance and /or preparation of instructional and life skills materials
- Assist with parent communication on request.
- Supervise and/or participate with students in community-based program requested.
- Assist with carrying out behaviour management programming.
- Assist with occupational and physical therapy exercises under the direction of professional staff.
- Perform such other duties and tasks as may be required due to the specialized nature of a student's particular educational program.
- Be a member of the collaborative team.
- Reinforce learning.
- Assist teachers in getting materials and programs in place for students with special needs.
- Potentially work on toileting and personal hygiene skills with students as required.

### *Requirements*

- NVCII (recommended)
- Proficiency in a variety of technologies
- Minimum 3 years experience in the field of child development (recommended)
- Ability to pass a criminal background check
- First Aid certification preferred
- Excellent interpersonal skills
- Excellent verbal and written communication skills
- High level of energy
- High levels of patience
- Genuinely committed to helping children learn
- A broad knowledge of child development and teaching methods
- Cultural sensitivity
- Ability and willingness to perform required physical tasks
- Ability to recognize individual learning styles and the characteristics of learners
- High level of attention to confidentiality
- Willing to participate in ongoing learning

### *Work Conditions*

- Interacts with students, teachers, administration, family members, visitors, government agencies/personnel under all circumstances.
- Manual dexterity required to use desktop computers and peripherals.
- Intermittent physical activity including walking, running, standing, sitting, lifting and supporting students.