

**School District No. 53 (Okanagan Similkameen)**  
**Job Description**

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**JOB TITLE:** EDUCATION ASSISTANT

**JOB NUMBER:** 104

**RESPONSIBLE TO:** Principal or Designate

**JOB SUMMARY:** Under the supervision of the principal or designate, and the guidance of the classroom and special education teachers, the education assistant provides assistance to students.

**ILLUSTRATIVE EXAMPLES OF JOB DUTIES AND RESPONSIBILITIES:**

1. participate in the implementation of adaptations and modifications as outlined in the Individual Education Plan (IEP);
2. assist students in the development of effective strategies in areas such as academics, social, emotional, and behavioural;
3. monitor student progress through the collection of objective data as requested;
4. provide personal care coverage;
5. supervise, promote and facilitate student involvement;
6. utilize technology to support student learning, such as SET-BC equipment and Kurzweil;
7. attend meetings and accompany students on field trips as requested;
8. keep current by participating in job-related training and staff development;
9. communicate positively and effectively, and interact as a collaborative and consultative team member;
10. understand and act in accordance with school and district policies and procedures, district Health & Safety Manual and WorkSafeBC regulations;
11. maintain confidentiality; and
12. other duties as assigned.

**REQUIRED QUALIFICATIONS:**

1. grade 12 graduation plus completion of approved certified education assistant program or equivalent;
2. four months recent experience working with children in a structured program or classroom setting;
3. demonstrated knowledge in literacy and numeracy;
4. other education/experience as required for specific posting;
5. demonstrated ability to perform personal and specialized care procedures;
6. demonstrated computer literacy skills including the ability to integrate the use of technology to support an effective learning environment;
7. demonstrated ability to work as part of a team;
8. effective communication skills in verbal, written and electronic format;
9. strong problem-solving and organizational skills; and
10. physical ability to perform all aspects of the position.