



School District #54 (Bulkley Valley)
JOB DESCRIPTION

STUDENT SERVICES – EDUCATION ASSISTANT

Location: Schools

SUMMARY:

Reporting to the Principal/designate, the Education Assistant works with the teacher to support individual students or groups of students.

DUTIES:

- Assists in the implementation of individualized and group instructional programs
- Prepares and gathers a variety of materials and instructional supplies
- Reads to students or listens to students reading; encourages and assists students with assignments and reinforces overall teacher expectations of students
- Assists with the implementation of behaviour modification techniques/conflict resolution strategies, problem solving models and general classroom management
- Assists with student supervision
- Operates equipment such as photocopier, audio-visual equipment and computers
- Communicates effectively using courtesy, tact and discretion with school staff, students and parents in the explanation and clarification of information
- Maintains the confidentiality of information seen or heard
- Works as a team member to ensure the delivery of School Based Education Plans
- May be required to perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this class specification

QUALIFICATIONS:

- Completion of Grade 12 (Dogwood Certificate)
- Three months of current relevant experience
- Valid Level 1 First Aid Certificate
- Working knowledge of behaviour management and conflict resolution techniques
- Good working knowledge of computers
- Familiarity with Workers' Compensation Board (WCB) safety procedures
- Demonstrated ability to use initiative to determine, judge and select appropriate course of action
- Physical ability to perform the required duties

N.B. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation

Agreed to:

CUPE Job Description Committee

CUPE Job Description Committee

Secretary Treasurer