

TITLE: Education Assistant - Specific Care

SECTION: As Appointed

REPORTS TO: PR 015 ()TjEMC /P 4MCID 5 BDC -0.003 Tc 0.003 Tw 0 -1.13 Td(S)-4 (U)-5 (MMA)-6 (E

1. Assists the teacher in the delivery and supervision of special programs to designated students and classes as outlined by the Individual Education Programs.
 2. Provides personal care to designated students including feeding, dressing, undressing, toileting, cleaning, washing, lifting into and out of wheelchairs and buses.
 3. Provides specialized medical care to designated students as directed by health professionals including suctioning and catheterization.
 4. Monitors and records group or individual activities and progress with respect to behavioural and academic issues.
 5. Performs medically-directed, individual physiotherapy exercise and treatment for designated students.
 6. Attends to the physical safety of students during swimming, horseback riding, exercises and other activities.
 7. Confers with school-based team regarding Individual Education Programs.
11. Communicate with parents regarding equipment as required.
 12. Assists in the management of reluctant learners.

13. Assists classroom teacher in the gathering of resource materials and organizing charts and displays.
14. Operates a personal computer for educational purposes.
15. Performs back-up duties to other Education Assistants within the school complex.
16. May, on occasion, be required to perform other job-

QUALIFICATIONS:

Education - the applicant must have completed

- Grade 12
- Supplemented by successful completion of a college recognized program of studies (personal care focus) of greater than 1 academic year.

Skills - the applicant must have

- Understanding of basic behaviour management techniques
- Basic computer skills
- Proficiency in written and spoken English consistent with assignment.
- Current level of first aid (including CPR) appropriate to student or assignment.
- Sufficient swimming skills to assist with students in aquatics program consistent with assignment.
- Basic sign language consistent with assignment.
- Braille as required
- Interpretive sign language as required.

Experience - the applicant must have

- 2 years experience in an assignment with a fragile person.

Physically Fit - the applicant must be

- Physically capable of performing the job duties.

Other - the applicant must

Revised: June 2018
Revised: March 7, 2018
Revised: April 15, 2014
APPENDIX G

JOB EVALUATION

SCHOOL DISTRICT NO. 37 (COWICHAN VALLEY)
(ELEMENTARY)

CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 5101

ADVICE OF RATING

EMPLOYEE NAME:	
JOB TITLE:	49 – Education Support - Specific Care
LOCATION:	Schools
EFFECTIVE DATE:	

This is to advise that the rating for the job to which you have been appointed is as follows:

JOB RATING

Factor	Edu	Exp	Jud	A/D	Dex	Acc	Saf	Sup	Con	W/C
Degree	5	5	2	3						