

Educational Assistant Roles and Responsibilities

*An assistant's first and foremost priority is to work with students.
Assistants work under the direct supervision of a certified teacher.*

In Horizon School Division, the needs of the students are paramount in determining assistant support and assignments. An Educational Assistant must work under the direction of the classroom teacher and Learning Support Teacher with implementing the Instructional Support Plan (ISP)

Key Roles and Responsibilities

- ★ Supports students with
 - Behavioural needs
 - Social emotional needs
 - Academic needs
 - Personal care
 - Life skills
 - Speech and language development
 - Use of specialized equipment and assistive technologies
- ★ Understands the expectations of the students Instructional Support Plan (ISP)
- ★ Ensures children's safety and safe movement of students throughout the school and school property during school hours
- ★ Provides supports, strategies and accommodations
- ★ Monitors and reports to classroom teacher regarding student progress and programming
- ★ Maintains positive, professional communication with the learning team (parents, teachers, behavior consultant, SLP's etc.)
- ★ Monitors and/or supervises students during non-instructional time (i.e. lunch, recess)
- ★ Accompanies and supervises students during activities outside the classroom (i.e. gymnasium, field trips, library etc.)
- ★ Uses visual aids where ever possible
- ★ Understands and implements strategies from behavior support plans
- ★ Works positively with other school, district, and agency staff to support and deliver best practices for student programming
- ★ Practices gradual release of responsibility with students
- ★ Attends professional learning opportunities

Instructional Support

- ★ Monitors and documents student progress
- ★ Frequent communication with teachers
- ★ Maintains a daily home/school communication journal (with Teachers assistance)
- ★ Clarifies instructions for students
- ★ Assisting students with assignments
- ★ Practicing skills with students
- ★ Using classroom materials and tools
- ★ Using visual aids
- ★ Monitoring for student attention and focus
- ★ Monitoring for student understanding
- ★ Listening to lessons for teachers' instructional expectations
- ★ Seeking and finding information to perform duties (knowledge and skills)
- ★ Absorbing learning during instruction
- ★ Assisting the teacher in circulating and responding to individual students
- ★ Demonstrating competency in assisting in assigned subject areas
- ★ Uses best practice strategies to redirect and/or reengage student(s) to the task at hand
- ★ Assists students with speech, language and communication development

Behavioural Support

- ★ Collaborating with the Behaviour Consultant
- ★ Participating in development of behaviour support plans
- ★ Assists students with self-regulation strategies
- ★ Implementing behaviour support plans
- ★ Documenting student behaviour
- ★ Supporting classroom and school expectations/rules
- ★ Modeling appropriate behaviour
- ★ Providing feedback to teachers regarding student behavior
- ★ Mediates conflicts effectively
- ★ Uses best practice strategies to redirect and/or re-engage student(s) to the task at hand
- ★ Engages in professional learning opportunities that directly relate to supporting students with challenging behaviours

Organization and Preparation

- ★ Arrives on time and being prepared
- ★ Previews learning materials
- ★ Creates and maintains appropriate substitute plans
- ★ Collects materials/resources
- ★ Assists teachers in organizing and managing classroom environment
- ★ Models and utilizes time management skills
- ★ Works with students efficiently and effectively

- ★ Understanding and awareness of students Instructional Support Plan and implementing strategies and supports
- ★ Attends professional learning opportunities (SIVA, Hanen, etc.)

Interpersonal Skills

- ★ Demonstrating respect for students, parents/guardians, teachers and others
- ★ Committed to building positive relationships with students
- ★ Maintaining professional space and proper etiquette
- ★ Working as a TEAM member
- ★ Mediates conflicts appropriately and effectively
- ★ Contributing to a positive classroom and school culture
- ★ Communicating appropriately within different environments
- ★ Communicating through proper channels
- ★ Showing initiative and confidence
- ★ Maintaining a high standard of confidentiality

Optimum Personal Profile

- ★ Confident
- ★ Competent
- ★ Possessing qualifications appropriate to the position
- ★ Empathetic
- ★ Knowledgeable
- ★ Willing to learn
- ★ Caring
- ★ Flexible; adapts to change
- ★ Patient
- ★ Ethical