

**PRAIRIE SPIRIT SCHOOL DIVISION NO. 206**

**POSITION TITLE:**                    **EDUCATIONAL ASSOCIATE**

**Reports to:**                            **Directly:     Principal**  
   **Indirectly:   Special Education Resource Teacher/Classroom  
                              Teacher**

**General Description:**

An Educational Associate provides assistance to the students who require additional supports. Education planning is done in collaboration with the classroom teacher and the SERT. This also includes providing assistance to classroom teachers in the preparation of instructional aids, supervision of students and planning and presentation of personal learning programs.

**Required Education, Knowledge, Qualifications and Experience:**

- A Grade 12 diploma from a provincially recognized institution is required.
- A valid driver's licence is preferred.
- Educational Assistant course (or equivalent) is preferred.

**Required Skills and Abilities:**

- Ability to maintain strict confidentiality in school division operations.
- Ability to work as a team player.
- Good written and oral communication skills.
- Excellent interpersonal skills.
- Ability to deal with a broad range of members of the public.
- Display a positive attitude.
- Ability and knowledge to perform lifting of students when required.
- Willingness to provide personal care to students, additional training may be required and thus provided.
- Ability to use a computer for word processing.

**Supervision of Other Staff:**

This position does not involve the supervision of other staff.

**Duties and Responsibilities:**

Without restricting the generality of the general description above, the Educational Associate shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

1. Be willing to engage in life-long learning with respect to training, inservices and courses of study. Educational Associates are expected to develop annual professional growth plans.
2. Conduct oneself in a manner appropriate to an educational institution that provides services to children and youth.
3. Deal tactfully with students, staff, parents and the public.
4. Be knowledgeable and supportive of applicable Board policies.
5. Organize and file a variety of classroom materials and educational aids.

6. Supervise students in the classroom, play, lunch or rest area and during recreational activities and outdoor trips on a one-to-one or group basis.
7. Under the direct supervision of a teacher, supervise learning activities.
8. Assist in the collecting of data as needed to assess the educational growth of students.
9. May assist in various life skills activities and provide data to demonstrate progress in those activities.
10. Under the supervision of a teacher or other professional staff, assist students who require intensive support in the development of gross and fine motor abilities and basic life skills by demonstration, physical assistance and manipulation.
11. Observe and discuss the progress of students with teachers, other professional staff, and, if requested by the classroom teacher, with parents/guardians.
12. Exercise judgment in modifying student behaviour by re-directing, disciplining, restraining, and rewarding students within pre-established guidelines.
13. Based on the needs of individual students, provide students with assistance in dressing, eating, toileting, and transportation. An Educational Associate may be asked to administer medication in accordance with Board of Education Policy 413 – Administering Medications and Medical Treatment to Students.
14. Under the direct supervision of a teacher, assist assigned students with communication, reading, speech, assignments, tests, and comprehension of presented curriculum based on the student's Personal Program Plan.
15. Under the direct supervision of a teacher, assist students who have communication difficulties by serving as a facilitator of communication between the student and others including teachers, peers, and other service providers within the educational environment.
16. Be willing to transport students as requested by in-school administration, when transportation is needed to assist in the student's educational program.
17. In a Community School, an Educational Associate may:
  - Coordinate and/or prepare healthy and nutritious breakfasts, lunches and/or snacks;
  - Conduct classes for parents, students and other community members on such topics as nutrition, food preparation and food buying on a budget;
  - Train and coordinate volunteers from among the parents and community to assist with the program.
18. Perform such other duties and tasks as may be required to ensure students' safety and educational needs are met.

**Judgment, Independence and Collaboration:**

- **Confidentiality**

At no time should an Educational Associate discuss, in public, information pertaining to a student. An Educational Associate is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct.

- **Independence**

An Educational Associate is expected to work independently.

- **Working Jointly with Other Staff on Common Assignments or Tasks:**  
This position involves working collaboratively with, and under the direction of, the classroom teacher, special education resource teacher and with other school personnel on a daily basis.

**Responsibility for Quality of Assigned Work:**

The employee is responsible to achieve the quality of work as assigned by the supervisor.