**BOARD OF EDUCATION**

**Saskatoon School Division No. 13**

**P O S I T I O N D E S C R I P T I O N**

**Position: EDUCATIONAL ASSISTANT III (PREKINDERGARTEN)**

**Immediate Supervisor: PRINCIPAL**

**Core Function:**

Under the direction of the teacher, the Educational Assistant III (Prekindergarten) provides assistance and support in the delivery of educational programming to prekindergarten students. The primary responsibility of the Educational Assistant III (Prekindergarten) is to assist the students in reaching the maximum potential and level of independence in the four domains of the Essential Learning Experiences (ELEs - Physical, Social Emotional, Spiritual, Intellectual).

**Duties and Responsibilities:**

1. Assists the teacher in implementing early learning activities that support the students in meeting their learning goals.
2. Implements modifications and adaptations to the environment or materials as directed by the teacher or administrator.
3. Participates in the assessment of the progress of the students learning through observation, data collection and analysis, informal or formal evaluation as directed by the teacher.
4. Collaborates with the teacher and school support team to develop, monitor, implement and communicate goals within the student’s plan.
5. Support students with personal care needs including, but not limited to, feeding, personal hygiene, mobility, bathrooming, and transportation. This may also include transfers, lifts, and repositioning.
6. Promote, facilitate, and model positive behaviour interventions and supports to encourage, support, reinforce, and facilitate appropriate and positive student behaviour and social interactions.
7. Assist in de-escalating potentially harmful situations and assists the classroom teacher with crisis resolution and behaviour management.
8. Support student medical and para-medical needs as required in accordance with Administrative Procedure 318: Administrative of Essential Medications. This may include the administration of medication, blood glucose monitoring, gastromy feed, and suctioning.
9. Ensures the safety of all students including supervision during non-instructional times such as bus, playground, lunch, hallways, gym, and field trips.
10. Enhances the students’ communication skills through appropriate strategies including social stories, PECS (picture exchange communication system), technological aids, Signed English, Braille or other communication systems.
11. Provides assistance to the teacher in preparing, organizing and maintaining instructional materials and resources.
12. Maintains and promotes confidentiality regarding student personal information and respects the privacy and dignity of the student and the family.
13. Acts as a cooperative staff member in working with all students, staff, parents, and other community members.
14. On non-instructional days the Educational Assistant III (Prekindergarten) may be assigned to other areas of the school as determined by the principal.
15. Participates in professional development specific to their early learning position.
16. In collaboration with the teacher, the Educational Assistant III (Prekindergarten) participates in home visitations and other related activities to develop and foster a positive school image, relationship among students, families, and staff.
17. Performs such other duties as may be required to meet organizational deadlines and objectives.

**Qualifications:**

1. Grade 12 or equivalent;
2. Preference will be given to candidates with completion of at least one year of post-secondary education related to special education programs (examples: Educational Assistant, Early Childhood Development, Youth Care Worker, Rehabilitation Worker). A combination of education and experience may be considered.
3. At least one year of previous related experience.
4. Strong interpersonal and communication skills.
5. Preference will be given to those with experience working with Indigenous students and families and understands the importance of infusing Indigenous traditions, values, cultures and perspectives.
6. Preference will be given to those with experience working with new Canadians and English Language Learners.
7. Ability to perform the physical demands required for this position such as lifting/transferring students who require assistance with bathrooming or mobility.
8. Ability to work in a variety of environments.
9. Ability to respond to students with severe opposition, aggressive, threatening behaviours and the use of inappropriate and/or threatening language.
10. A valid driver’s license and own an operative vehicle.

January 2023